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For Google's Chrome OS

Chromebook

USER MANUAL

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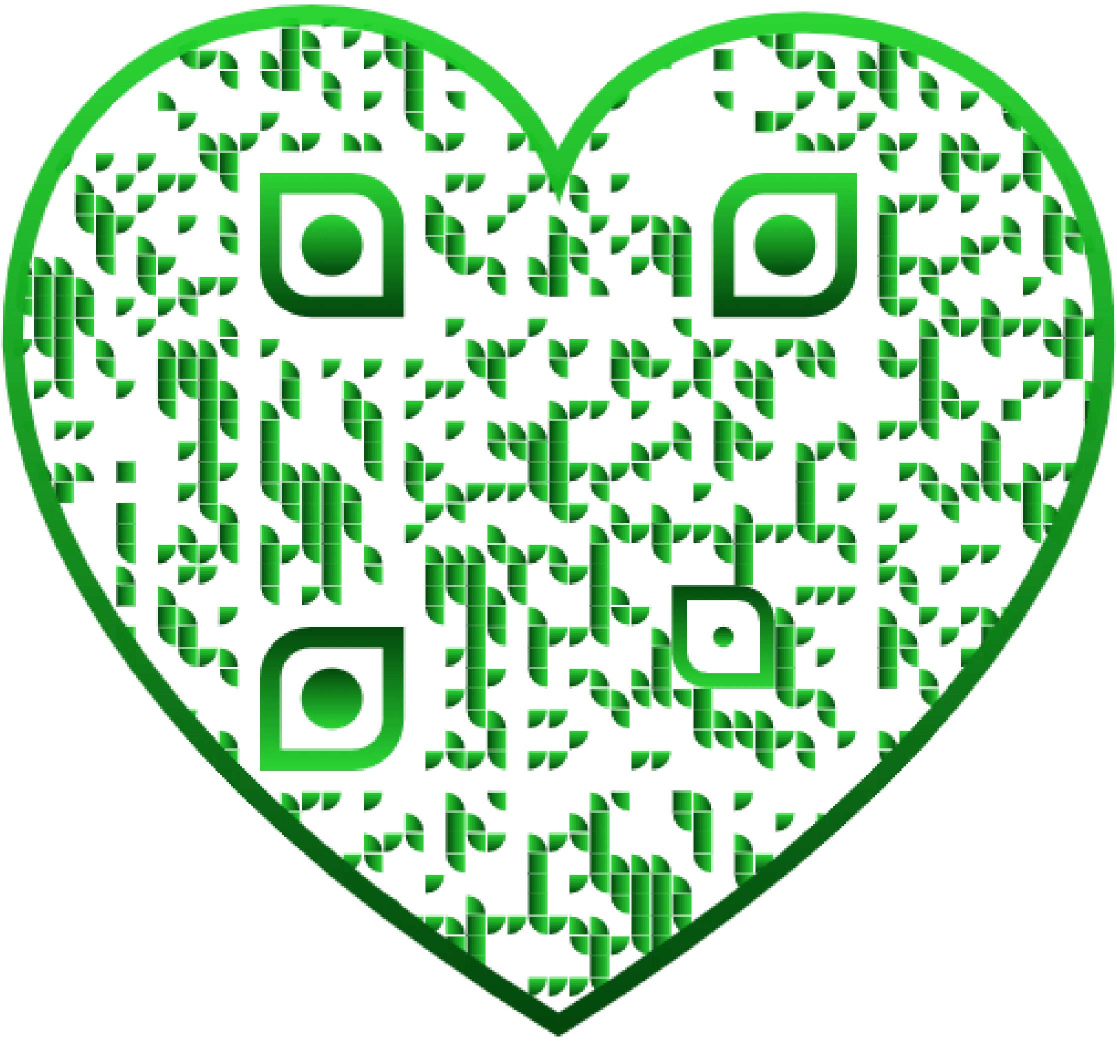

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Papercut's

Chromebook

USER MANUAL

Everything you need to master your Chromebook and Google's Chrome OS...

The Chromebook is a marvellous mixture of Google's iconic apps, an operating system built on the backbone of Linux, and superb hardware. With it you can access the world's most popular apps, from Gmail to Trends, and you can install a wealth of content from the Google Play Store. Google is more than a search engine, and this guide is here to help you get the most from your Chromebook, and from Google's online services. Learn how to use the Chromebook's amazing features, and master its operating system, Chrome OS. Discover some of the best Google app tips and tricks, and make Google work for you. There's so much to explore within these pages, so let's open the lid of your Chromebook and dive into a new digital world.

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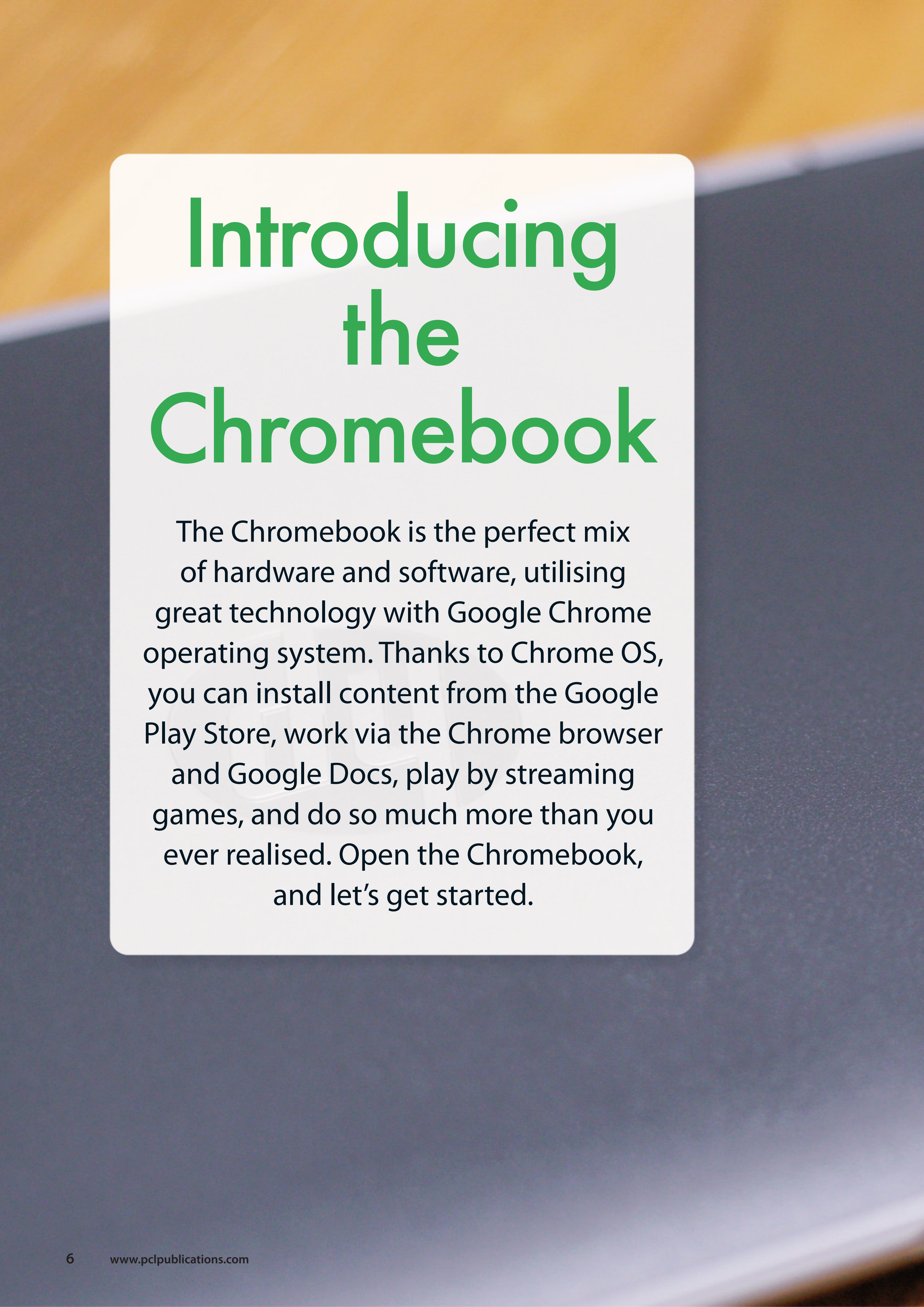

Introducing the Chromebook

The Chromebook is the perfect mix of hardware and software, utilising great technology with Google Chrome operating system. Thanks to Chrome OS, you can install content from the Google Play Store, work via the Chrome browser and Google Docs, play by streaming games, and do so much more than you ever realised. Open the Chromebook, and let's get started.

chrome

What is a Chromebook?

When is a laptop not a laptop? When it's a Chromebook! Confused? Don't worry, technology has a habit of introducing confusing terms and elements, but once you've finished reading the following, you'll know the difference.

The Chromebook

Without beating around the bush too much, and in very basic terms, a Chromebook is a laptop that runs Google's Chrome OS (Operating System). There can be subtle hardware differences between a laptop that is installed with Windows 10 or 11, and even a MacBook with the latest macOS, but essentially that's all there is to it.

The first Chromebooks were commercially sold in June 2011, with several different models from laptop manufacturers Samsung and Acer, in partnership with Google. From then, the humble Chromebook has evolved and is now as widespread as any other OS-independent computing device; in fact, Chromebooks outsold Apple MacBooks during the first lockdown in the Covid-19 pandemic of 2020.

There are also different Chromebook variants. There's a desktop variant, called the Chromebox, which is more of a traditional mini-PC type device that runs Chrome OS. This you'll hook up to a monitor, keyboard and so on in the same way you would a normal desktop computer. There's an all-in-one model, called a Chromebase, which integrates the Chrome OS into a monitor complete with webcam, memory, storage and such – much in the similar vein as an Apple iMac. And finally, there's a dongle-based variant, which plugs directly into a TV or monitor's HDMI port – with power supplied via a USB port – providing you with access to Chrome OS. This variant, as you can imagine, is similar to the ROKU TV stick, or Now TV Smartsticks. By the way, the Chromecast doesn't run Chrome OS, so on paper it's not really classed as a Chromebook variant, in case you were wondering.

acer
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i7
intel
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evo

Hardware

› One of the main differences between a Windows laptop, or even a MacBook, and a Chromebook is the hardware involved. Traditionally, Chromebooks tend to be less powerful than a

Windows laptop, in terms of processing (CPU) power, the amount of memory (RAM) installed, and the amount of storage (Hard Drive space available).

Why, you may ask, well simply put, the Chrome OS that runs on a Chromebook requires significantly less hardware resources than Windows 10 or 11, or macOS. This of course means that a Chromebook can get away with using less processing power and other system resources, which in turn means that a manufacturer can get away with producing a device that doesn't utilise the latest and most powerful technology – so the cost is, in general, less than a equally matched Windows laptop.

However, there are some instances where this isn't the case. More recent Chromebooks, developed by some manufacturers, are more in line with Windows laptops in terms of power. There are Chromebooks that use the latest generation Intel i7 processors, up to 16GB of memory, and many gigabytes of storage. Naturally, as with most computing hardware, the more system resources you have to hand, the better overall experience you'll have when working with the installed operating system and any apps or programs you use. These are the more extreme models, but as hardware naturally drops in price, expect to see more powerful models appearing as time moves on.

Working Online

One of the most notable features of a Chromebook, due to Chrome OS, is that its main functionality is conducted online. An always online element is needed to get the most from a Chromebook, as Chrome OS itself is based on the Chrome browser, so most everything you do on a Chromebook is done online.

Google
Google Search
I'm Feeling Lucky
SAMSUNG

This explains a Chromebook's usual lack of on-board storage. Where a traditional Windows laptop or MacBook could have a terabyte or more of available storage, a Chromebook can get away with as little as 32GB. The main operating system is stored on the Chromebook's internal storage, along with any installed apps, and something you may be working on, but the vast majority of the Chromebook's use will be via cloud storage and online functionality.

For example, you won't be installing the full Microsoft Office suite on a Chromebook. There are free, open-source Office-like productivity apps available, but for those who need an actual MS Office experience, you'll be using Microsoft's online version of its productivity suite.

Advanced photo and video editing duties will require the use of a Windows laptop or MacBook, too. Yes, there are photo and video editing and manipulation apps available for the Chromebook, but they aren't nearly as powerful as what's available for the aforementioned systems. Plus, Chromebooks won't, in general, offer the same graphical power needed for higher-end editing.

Gaming is another element that may not be as you expect on a Chromebook. Again, due to a lack in gaming hardware performance, and the fact that many games are Windows-developed, you won't be able to enjoy the latest releases. But, with a Chromebook, you are able to enjoy the latest game streaming services – such as Google Stadia or Xbox Cloud Gaming – and since Chrome OS is also able to use some Android apps successfully, you can enjoy a wealth of Android-based gaming entertainment.

Despite all that, Google has improved Chrome OS's need to constantly rely on an always-on internet connection. There are many aspects of the OS now that mean you can still use most of the Chromebook's functionality offline. So those times when the internet goes down, or you're on a busy commute and unable to connect, you won't be completely scuppered.

What is a Chromebook good for?

› While some of the above many cast a Chromebook in a less than positive light, it's worth mentioning that there's so much you can do with a Chromebook.

As we mentioned earlier, Chromebooks outsold MacBooks in 2020, during the pandemic. This is due mainly to the fact that Chromebooks are cheaper, they're used frequently in schools and colleges (so students at home are used to how they work), and most everything we tend to do, we do online.

For example, working remotely: we access our work's server, get the files we need, create new ones or edit old ones, connect to and conduct meetings, send emails, update calendars, use spreadsheets… and so on. All of which are done online, and most of which are done using Google's own inherent applications. Even if the company you work for doesn't use any specific Google apps, they often provide remote access to Microsoft Office apps, which also include Teams, SharePoint, and One Drive. All this can be done via a Chromebook.

This makes a Chromebook both an effective work and educational tool. And thanks to its low price and low power use, also quite a cost-effective device for every member of the family.

Is a Chromebook right for me?

› Many people will naturally require the more power, and functionality of a Windows laptop or MacBook. Tasks such as video and image editing, even gaming, and the like are going to be better overall on a more traditional laptop device. If though your needs aren't as specific, then a Chromebook could be the ideal device.

An effective approach to seeing if a Chromebook is the right choice of device for you is to make a quick summary of what you use a computer for, and what you may need in the foreseeable future. Take a moment to slowly go through the steps of your everyday tasks: logging into work, looking at videos and images, even going through social media. If a high proportion of these tasks, or even all of them, can be done via a browser, then a Chromebook is the ideal device companion.

If a high percentage of what you do can be done via the browser, do some research into the remaining tasks that exist outside of the browser. See if there are apps available via the Google Play Store that will do the same thing, or if you use a specific app, check with its product webpage to see if the company has developed a Chrome OS version of the app you use. If all the boxes are ticked, then get yourself a Chromebook.

What is Chrome OS?

Chrome OS is a Google developed operating system that's installed and run on Chromebooks. It's different to Windows and macOS, and is based on Linux; which means is a closed-source OS with a number of open source components.

Search your device, apps, web...
Google Calendar
Play Movies & TV
Play Store
Google Maps
12:30
acer

What is Linux?

As Chrome OS uses Linux as its foundations, it's worth taking a moment to look at what exactly Linux is.

Linux is a surprisingly powerful, fast, secure, and capable operating system. It's used as the OS of choice for the Raspberry Pi, in the form of Raspbian OS, as well as in some of the most powerful supercomputers in the world. Thanks to its inherent malleability, the core of the OS – the Kernel – can be utilised as the core of other operating systems, such as Chrome OS.

Despite only enjoying 1.96% (according to netmarketshare.com) of the total desktop operating system market, Linux has a dedicated following of enthusiasts, users, and contributors. It was created in 1991 by then University of Helsinki student Linus Torvalds, who had become frustrated with the limitations and licensing of the popular educational system in use called Minix; a miniature version of the UNIX operating system.

UNIX itself was released in the early '70s, as a multi-tasking, modular-designed operating system originally developed for programmers who needed a stable platform to code on. However, its performance, power and portability meant that it soon became the system of choice for companies and universities where high-end computing tasks were needed.

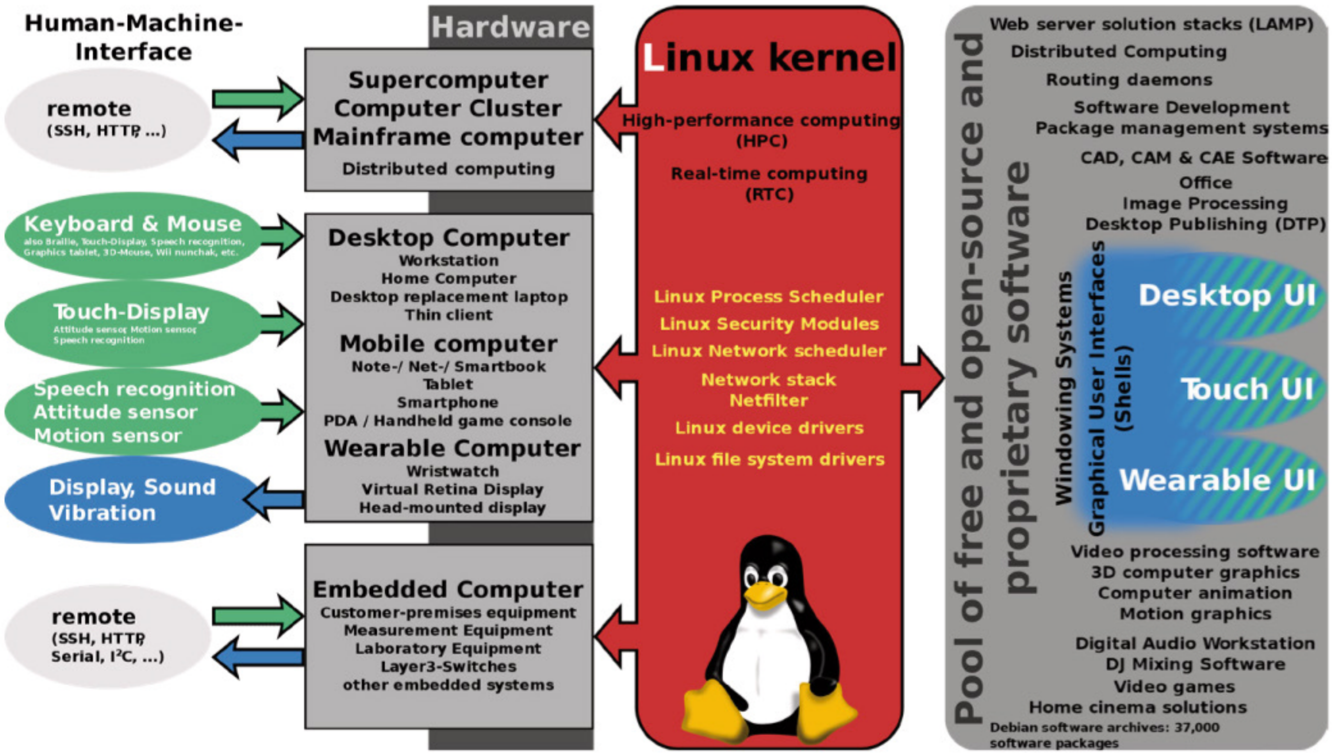
Torvalds needed a system that could mirror UNIX's performance and features, without the licensing cost. Thus was born Linux, a UNIX-like operating system using freely available code from the GNU project. This enabled users around the world to utilise the power of a UNIX-like system, completely free of charge – an ethos that still holds today. Linux is free to download, install and use.

Chrome OS

Google announced the development of Chrome OS in 2009, based on it's popular Chrome web browser, utilising the best advantages of the cloud and an always-on internet connectivity. It's pre-installed on all Chromebook models, and takes advantage of the lack of hardware power thanks to the core of the system being built on top of Linux.

Initially, nearly every aspect of Chrome OS was handled online – except for the small portion of the OS that was required to be installed locally. This at the time caused a few problems for those whose internet connection weren't as available as they are today – and we're only talking within the last decade here. Over time, Google updated the OS to allow more of its functionality to be handled offline, catering for those times when we inevitably come across area of zero-internet access.

Initial builds of the OS were based on the Ubuntu backbone, as Canonical (the developer behind Ubuntu) were engineering partners of Google. Within a year or two, though, Google started to develop Chrome OS on top of Gentoo Linux in order to simplify the build process and increase support for a number of different platforms. In recent years, the company has further developed its own spin of the Linux kernel, and now builds Chrome OS on top of this in-house model.


Human-Machine-Interface
remote (SSH, HTTP, ...)
Keyboard & Mouse
also Braille, Touch-Display, Speech recognition, Graphics tablet, 3D-Mouse, Wii nunchak, etc.
Touch-Display
Attitude sensor, Motion sensor, Speech recognition
Speech recognition
Attitude sensor
Motion sensor
Display, Sound
Vibration
remote (SSH, HTTP, Serial, I²C, ...)
Hardware
Supercomputer
Computer Cluster
Mainframe computer
Distributed computing
Desktop Computer
Workstation
Home Computer
Desktop replacement laptop
Thin client
Mobile computer
Note-/ Net-/ Smartbook
Tablet
Smartphone
PDA / Handheld game console
Wearable Computer
Wristwatch
Virtual Retina Display
Head-mounted display
Embedded Computer
Customer-premises equipment
Measurement Equipment
Laboratory Equipment
Layer3-Switches
other embedded systems
Linux kernel
High-performance computing (HPC)
Real-time computing (RTC)
Linux Process Scheduler
Linux Security Modules
Linux Network scheduler
Network stack
Netfilter
Linux device drivers
Linux file system drivers
Pool of free and open-source and proprietary software
Web server solution stacks (LAMP)
Distributed Computing
Routing daemons
Software Development
Package management systems
CAD, CAM & CAE Software
Office
Image Processing
Desktop Publishing (DTP)
Windowing Systems
Graphical User Interfaces (Shells)
Desktop UI
Touch UI
Wearable UI
Video processing software
3D computer graphics
Computer animation
Motion graphics
Digital Audio Workstation
DJ Mixing Software
Video games
Home cinema solutions
Debian software archives: 37,000 software packages

The Operating System

Essentially, Linux is much like any other operating system, such as Windows or macOS. It manages the computer hardware, provides an interface for the user to access that hardware, and provides programs for productivity, communications, gaming, science, education and more. As an operating system, Linux can be broken up into a number of significant elements:

Bootloader

The bootloader is the software that initialises and boots up your computer. It loads up the various modules the OS uses to begin to access the hardware in the system. You can modify a bootloader to load more than one OS installed on the system.

Kernel

The kernel is the core of the system, and the single element that is actually called Linux. The Linux kernel manages the computer processor, memory, storage, and any peripherals you have attached to your computer. It provides the basic services for all other parts of the OS.

Daemons

Daemons are background services that will start as the operating system is booting. These can enable printing, sound, networking and so on. They run unobtrusively rather than under the direct control of the user; often waiting to be activated by an event or condition.

Shell

The Linux shell is a command-line interface environment that a Linux user can use to enter commands to the OS that directly affect it. Within the shell you can add new users, reboot the system, create and delete files and folders, and much more. BASH (Bourne-Again Shell) is the most popular shell used in Linux, although more are available. The shell is also known as the Terminal, and it's where we're going to work from through this section of the book.

Graphical Server

This is a module within Linux that provides a graphical output to your monitor. It's referred to as the X server, or simply just X. X is an application that manages one or more graphical displays, and one or more input devices (keyboard, mouse, etc.) connected to the computer.

Search your device, apps, web...
Google Calendar
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Google Maps
Gmail
Docs
Slides
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Google Duo
Google Meet
Play Games
Play Books
Camera
Google Photos
Google Drive
Translate
Home
Canvas
Settings
Google Maps
12:30
acer

Desktop Environment

The Desktop Environment, or DE, is the main Graphical User Interface (GUI) that users interact with. It's the desktop, that includes Internet browsers, productivity, games and whatever program or app you're using.

Programs/Applications

With Linux begin an open source, and free operating system, it also makes use of the tens of thousands of freely available applications too. The likes of LibreOffice, GIMP, and Python are just the tip of the iceberg.

Linux is used throughout the world, in several basic and quite unique uses. While it may look radically different from one environment to the next the actual Linux kernel can be found in modern smart TVs, in-car entertainment systems and GPS, IoT devices, and the Raspberry Pi. It's used by NASA, both in the command centre and on-board the ISS. Linux servers power the backbone of the internet, along with most of the websites you visit daily. Android utilises components of the Linux kernel, as do set top boxes, games consoles, and even the likes of fridges, freezers, ovens and washing machines.

Linux isn't just a free to use operating system. It's stable, powerful, fast, can easily be customised, and requires very little maintenance. However, it's more than just on-paper performance stats. Linux means freedom from the walled-garden approach of other operating systems. It's a lively community of like-minded individuals who want more from their computers without the shackles of price or conformity. Linux means choice, which is why you'll find many different operations throughout the digital world using the Kernel as the foundation for their own developed projects; even if those projects are ultimately closed-source.

Chrome OS Features

Back to Chrome OS. As the core of the operating system is slimline, it means that many of the functions built on top of it operate at a much faster rate than other operating system's features. For example, searches within Chrome OS are incredibly fast, its boot up and shutdown operations are faster than most Windows or Mac machines, and automatic updates are installed and activated without interfering with what you're doing.

Thanks to the operating system's use of hardware resources, Chrome OS doesn't use up as much battery life on a Chromebook as Windows 10 or 11 would on a traditional laptop. You can get up to twelve hours on a single charge in most cases (obviously depending on what you're doing).

Security is a big plus for Chrome OS, as the system uses Sandboxing to separate installed software from the main elements of the operating system. This means that should an element of any installed software become infected with malware, then the rest of the system will remain isolated and safe from further infection.

Every Chromebook comes with a Verified Boot, which also helps prevent malware from infecting Chrome OS thanks to a number of rigorous background security checks. And there's an added bonus of a Security Chip installed with every Chromebook, to encrypt your sensitive data.

There's built-in virus and malware protection, which is updated automatically and regularly. A Guest User mode enables others to use Chrome OS without being able to access your account or any files you've worked on – plus, anything they've worked on won't be saved by the OS, wiping their history when they log out of the Chromebook.

In the rare event of something going drastically wrong with Chrome OS, there's a Powerwash feature, which when activated will reset the Chromebook back to its default settings and wiping out any trace of malware.

Chrome OS now supports sideloading of Android apps – although they're executed in an emulator of sorts, and not all Android apps will function the way they're supposed to (since they're developed for a phone or tablet) – as well as some Linux apps. This means you can install more software than ever before, making the Chromebook a more useful device in the modern world.

Chrome Forever

Chrome OS is regularly updated, the latest version, 91.0.4472.147 (at the time of writing), comes with a number of security patches, bug fixes, and code improvements that make the operating system work even better. What's more, you don't need to worry about searching for and applying any updates as the OS handles all that for you.

In short, Chrome OS is one of the most impressive independent operating systems in the world. It's built on top of security and performance, and it's backed by one of the biggest companies ever. Chrome OS is the future.

Getting Started

You've unwrapped your amazing new Chromebook, took great pleasure in viewing its wonderful contours, brushed aluminium appearance, and shiny buttons. Now it's time to get you set up and logged in with your Google account.

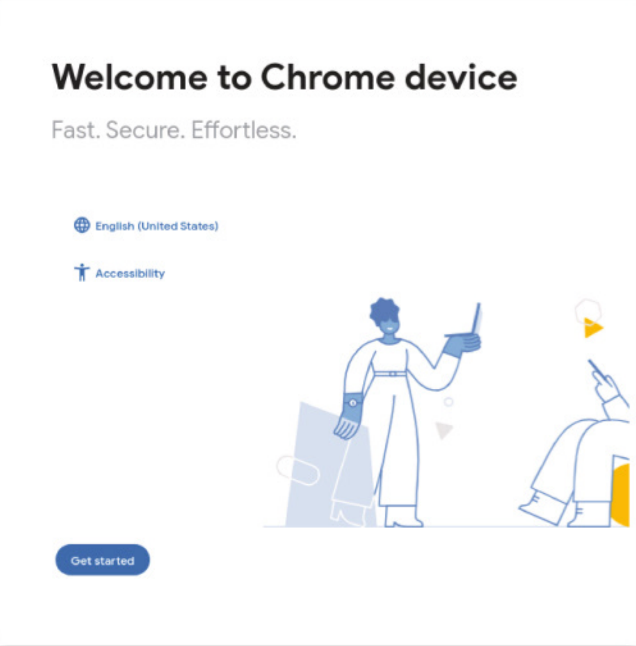
chrome
acer

Step 1

› The first step is to simply lift your Chromebook lid. Chromebooks are designed to kick things off as soon as you open the lid, so you'll be greeted with a first-time setup. However, you may need to attach the power supply and plug the Chromebook in first. Many come with a brief charge, which may have drained away depending on how long the thing has been in the box. Hook up the battery, open the lid, and away you go.

Step 2

› The first question you'll be asked is if you want to activate ChromeVox. ChromeVox is a screen reader technology that is designed to help those who can't read the information displayed on-screen. You can opt for 'No, continue without ChromeVox', or, 'Yes, activate ChromeVox'; the choice, of course, is yours. Click on the Get Started button, and you'll be asked to setup your Wifi. Locate your home Wifi and enter the login details to connect to the network. Agree to the Google Terms of Service, and click the Accept and Continue button.



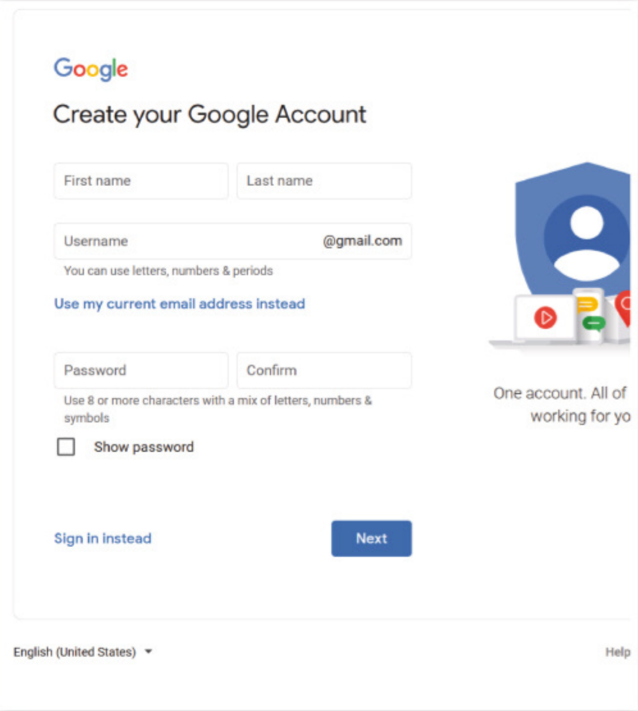
Welcome to Chrome device

Fast. Secure. Effortless.

backspace
chrom

Step 3

› Next, you'll be asked who is using the Chromebook. There are two main options: You, or A Child. Clicking You (followed by the Next button) will take you to the account setup step. Clicking A Child will enable you to setup a more guarded environment for younger people to use the internet. There are also options for Enterprise Enrolment and Use as a Guest, but we won't touch the Enterprise option in this instance. After clicking Next, you will be asked to enter your Google account information. There are two ways of doing this. The first is to setup a Google account by opening https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp from another computer, and entering the relevant information; follow the on-screen instructions to complete the setup. Alternatively, you can click the More Option button and create a Google account via the Chromebook. If you already have a Google account, enter your email and password in the boxes provided.



Google

Create your Google Account

You can use letters, numbers & periods

Use 8 or more characters with a mix of letters, numbers & symbols

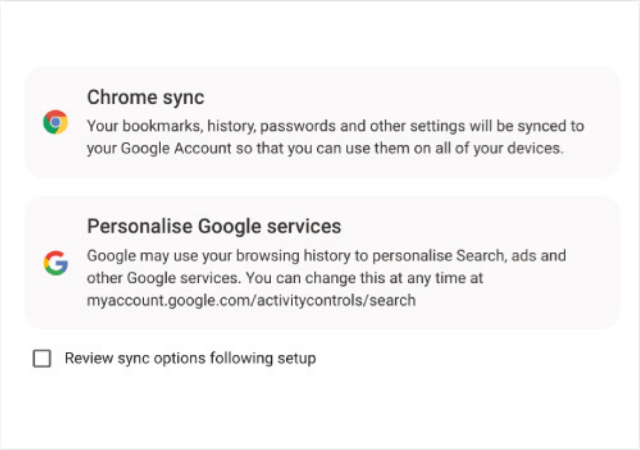
One account. All of working for yo

Introducing the Chromebook

Getting Started cont.

Step 4

› Once you've signed in the Chromebook may take a moment to search for any important updates, or preparing the device. This process won't take long – a few seconds – and once it's done you'll be presented with the You're Signed In! welcome message. On this page you'll have a couple of Google-based notices to agree to: Chrome Sync (which synchronises your settings), and Personalise Google Services (which will use your browsing history to personalise ads and so on). These can be reviewed after the setup by clicking on and ticking the 'Review sync options following setup' checkbox. When you're ready, click on the Accept and Continue button.



Chrome sync

Your bookmarks, history, passwords and other settings will be synced to your Google Account so that you can use them on all of your devices.

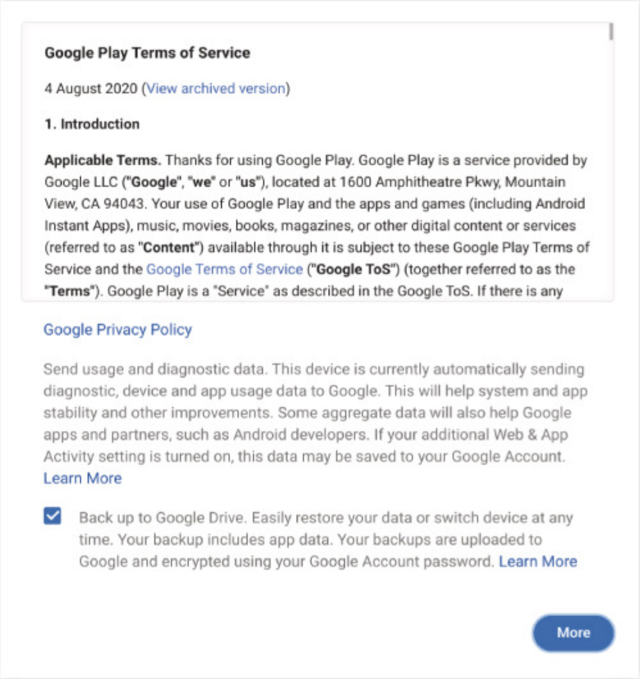
Personalise Google services

Google may use your browsing history to personalise Search, ads and other Google services. You can change this at any time at myaccount.google.com/activitycontrols/search

☐ Review sync options following setup

Step 5

› As you will soon see, there's rather a lot of agreements to get through. This page will deal with the Terms of Service regarding Google Play apps and services, alongside the Google Privacy Policy, and an option to Back-Up to your Google Drive area; to restore any data to any Google device whenever you want. Click the More button when you're ready to continue.



Google Play Terms of Service

4 August 2020 (View archived version)

1. Introduction

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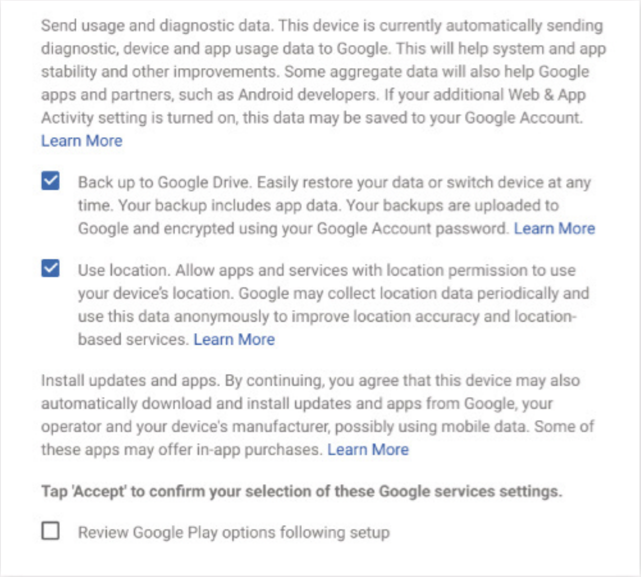
Google Privacy Policy

Send usage and diagnostic data. This device is currently automatically sending diagnostic, device and app usage data to Google. This will help system and app stability and other improvements. Some aggregate data will also help Google apps and partners, such as Android developers. If your additional Web & App Activity setting is turned on, this data may be saved to your Google Account. Learn More

☑ Back up to Google Drive. Easily restore your data or switch device at any time. Your backup includes app data. Your backups are uploaded to Google and encrypted using your Google Account password. Learn More

Step 6

› More Google Play apps and services agreements. This one will ask you to accept the Back up to Google Drive, as well as allowing apps and services to gain access to your location – or rather your device's location. It also deals with allowing the installation of updates and apps. As with Step 4, you can click the tick box to review the Google Play options following the setup routine. If you're ready to continue, click the Accept button.



Send usage and diagnostic data. This device is currently automatically sending diagnostic, device and app usage data to Google. This will help system and app stability and other improvements. Some aggregate data will also help Google apps and partners, such as Android developers. If your additional Web & App Activity setting is turned on, this data may be saved to your Google Account. Learn More

☑ Back up to Google Drive. Easily restore your data or switch device at any time. Your backup includes app data. Your backups are uploaded to Google and encrypted using your Google Account password. Learn More

☑ Use location. Allow apps and services with location permission to use your device's location. Google may collect location data periodically and use this data anonymously to improve location accuracy and location-based services. Learn More

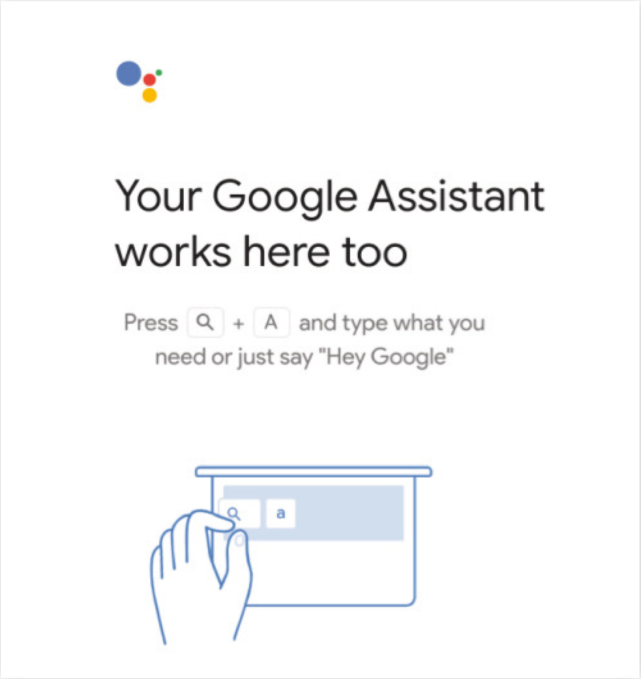
Install updates and apps. By continuing, you agree that this device may also automatically download and install updates and apps from Google, your operator and your device's manufacturer, possibly using mobile data. Some of these apps may offer in-app purchases. Learn More

Tap 'Accept' to confirm your selection of these Google services settings.

☐ Review Google Play options following setup

Step 7

› From here you can begin to setup the Google Assistant. You'll first be asked if you want to work with the Google Assistant, which you'll need to click on the I Agree button. If you don't want to use the Google Assistant, you won't be able to take advantage of the 'Hey Google' voice commands, complete with voice searching that Chrome OS and Google supplies.

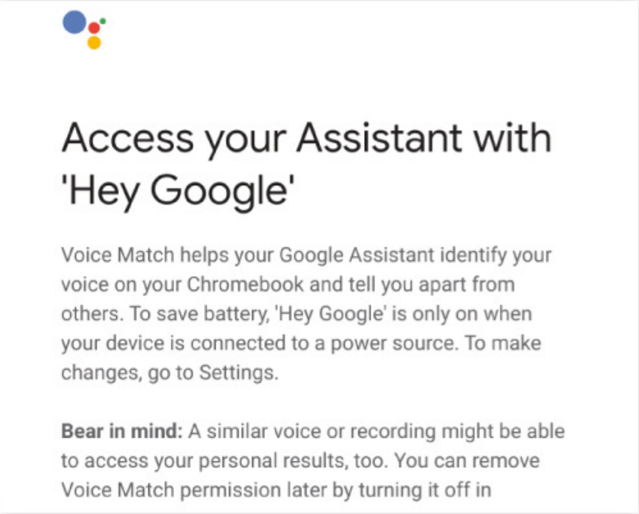


Your Google Assistant works here too

Press 🔍 + A and type what you need or just say "Hey Google"

Step 8

› You will need to allow the Chromebook to voice match you with the Google Assistant. Once you agree, you will be asked to say 'OK Google' several times, before a final 'Hey Google' to complete the voice pattern matching. As mentioned on the page, 'Hey Google' is only active when connected to a power source by default (which can be changed in the Settings page), and there is a warning that a similar voice could fool the Google Assistant into thinking it's you. When you're ready, click the I Agree button to start the Google Assistant setup.



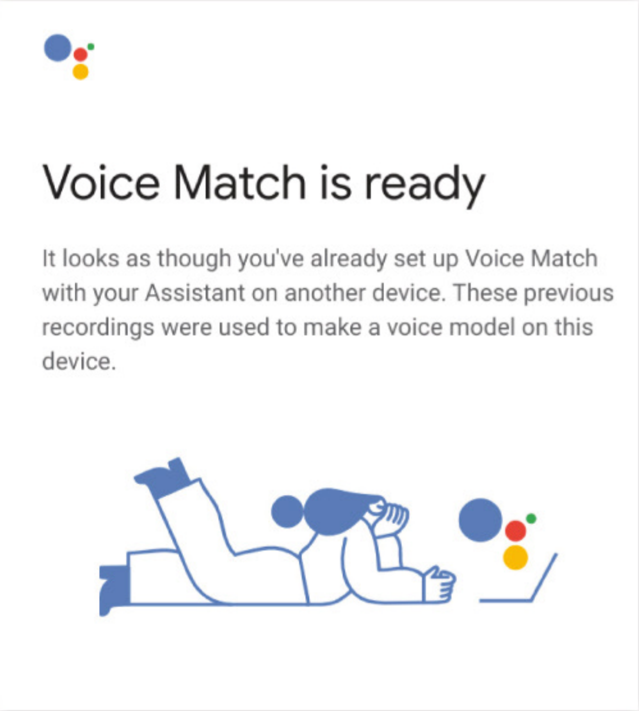
Access your Assistant with 'Hey Google'

Voice Match helps your Google Assistant identify your voice on your Chromebook and tell you apart from others. To save battery, 'Hey Google' is only on when your device is connected to a power source. To make changes, go to Settings.

Bear in mind: A similar voice or recording might be able to access your personal results, too. You can remove Voice Match permission later by turning it off in

Step 9

› If you've used a Google Assistant before, then you'll skip the voice activation part of the setup process – since it already has your voice pattern logged. If not, then when you've finished the voice setup, you'll see a notification page telling you the 'Hey Google' setup is complete and ready to go.

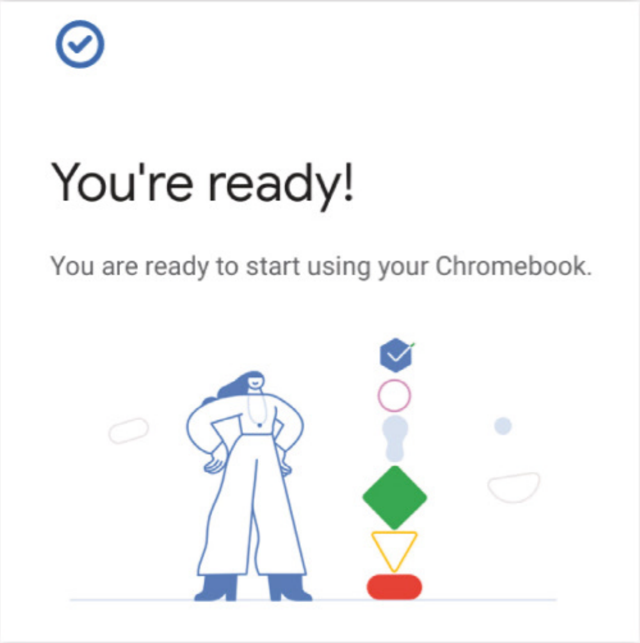


Voice Match is ready

It looks as though you've already set up Voice Match with your Assistant on another device. These previous recordings were used to make a voice model on this device.

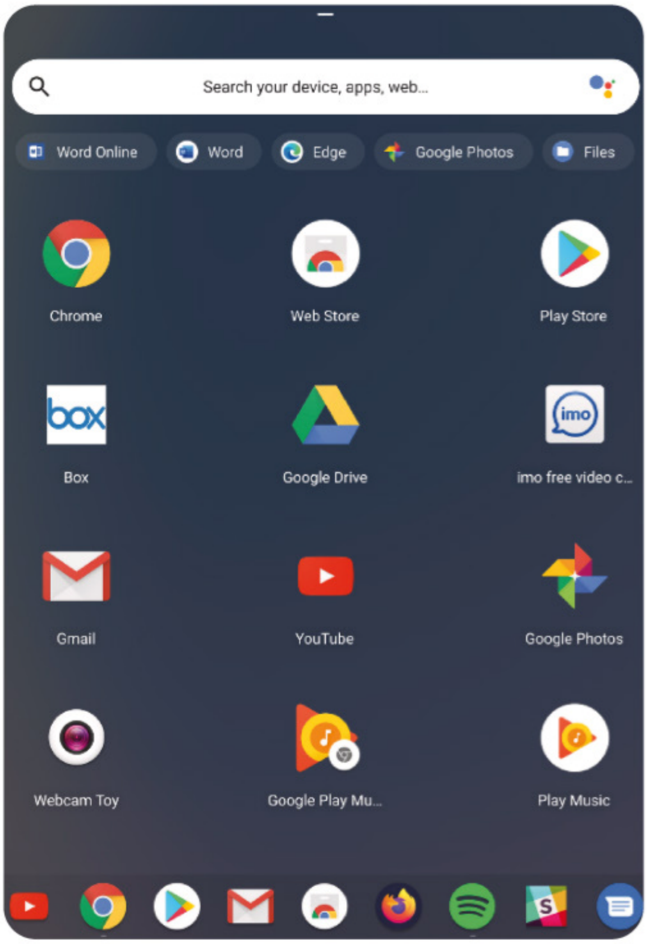
Step 10

› That's it! You've made it to the end of the initial setup of the Chromebook. It's now ready to use, personalise and interact with. Simply click on the final Get Started button, and the Chromebook will finalise any settings and present you with the Chrome OS desktop.



You're ready!

You are ready to start using your Chromebook.



The Chromebook Keyboard

Chromebook keyboard layouts are slightly different to that of a traditional Windows laptop, or even MacBook. To further confuse the issue, some Chromebook manufacturers keyboards differ from one to the other. However, most will have something resembling the image you see below. Let's look at what the Chromebook keys do.

1 Forward/Backward Keys

› The Forward and Backward keys will move you through any webpages; obviously forwards and backwards through the pages you've already viewed. While it may not seem to revolutionary, once you start using them you'll come to realise how useful they really are.

2 Reload/Refresh

› The Reload, or if you prefer, Refresh, key will complete reload a webpage you're currently on. Think of it as hitting the F5 key on a Windows computer or laptop, when you need to quickly refresh and reload the page.

3 Full Screen Mode

› Pressing the Full Screen Mode key will open the currently active window on the Chromebook in full screen. Tap it again to shrink it back to its previous size.

4 Display Open Windows

› Tapping this key will display all the currently open windows you have. They're displayed in a portrait mode, and you can use the touchpad mouse, or the arrow keys to cycle between each individual window; pressing Enter will bring the highlighted window to forefront.

5 Display Brightness Keys

› These two keys will decrease and increase the brightness levels of the display. There's a GUI indicator on-screen that will show you the levels of brightness as you tap these keys.

1
esc
~
`
!
1
@
2
tab
q
w
8
a
shift
z
ctrl
alt

6 Volume Keys

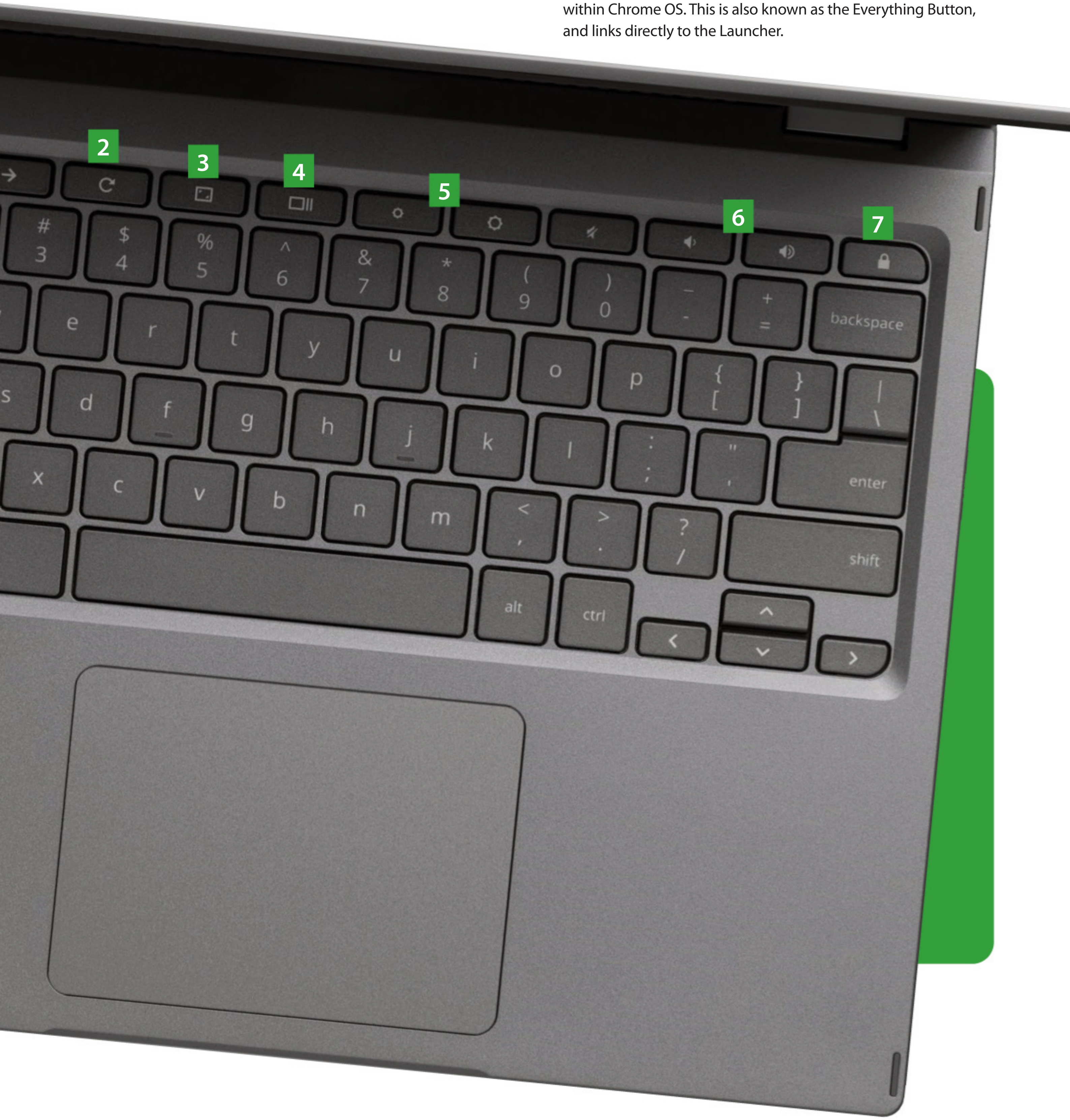
› As expected, these two keys will mute the Chromebook's sound, decrease the volume and increase the volume. Again, a graphical level will display the current volume setting.

7 Lock Screen

Pressing and holding this key will enable the Chromebook and Chrome OS screen lock. You'll need to enter your login password into the box provided to unlock the Chromebook. Ensure you do this if you're going to be away from your computer.

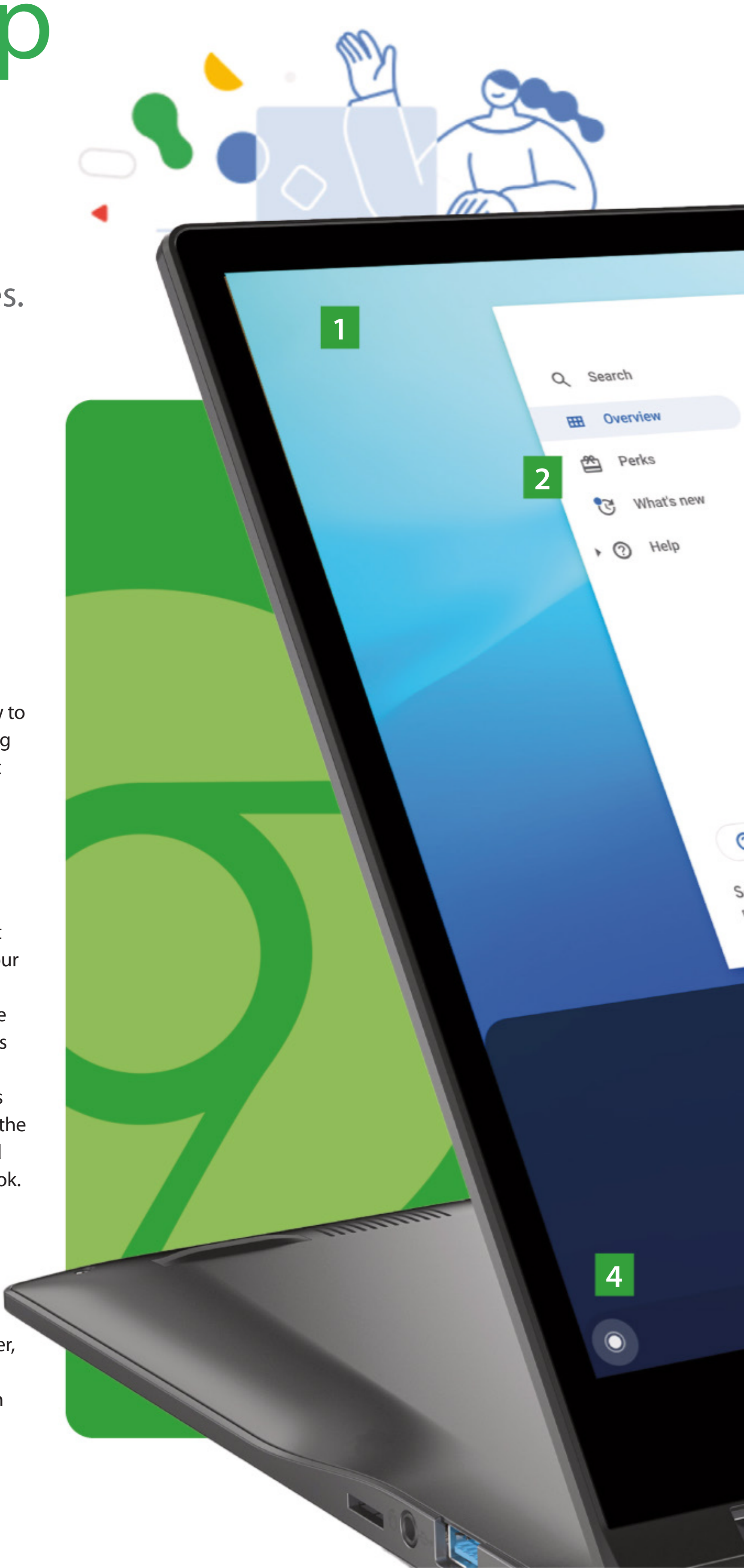
8 Search Key

Pressing the Search Key (the magnifying glass), will open the Chrome OS Search Function. From here, you're able to search for files and folders stored on your Chromebook, emails, apps from the Google Play Store, YouTube videos, and even settings from within Chrome OS. This is also known as the Everything Button, and links directly to the Launcher.



The Chrome OS Desktop

Ready to dive into Chrome OS and see what it can do? Let's take a moment to navigate the desktop and see what each aspect of it does.



1 Background/Wallpaper

As with any other operating system, Chrome OS features a customisable background, or wallpaper, for you to change and personalise. There are plenty available from within Chrome OS itself, including works of art, fantasy, and even solid colours; you're also able to include your own images.

2 Welcome Page

When you first log into Chrome OS you're presented with a welcome page. This includes details and quick tutorials on how to accomplish the most frequently used tasks within the operating system. It's worth spending a few minutes going through what the Welcome Page has to offer, to help familiarise yourself with the new OS.

3 Searching & Apps

Still within the Launcher, you can enter anything into the text box provided to search the files stored on the Chromebook, your emails, YouTube videos, and even the Google Play Store. This is also where any 'Hey Google' requests are processed. If you were say, 'Hey Google, what's the weather like tomorrow?', the results will be displayed in the Launcher – or opened as a separate window depending on the request, but the actual command is handled by the Launcher. If you click the up-pointing arrow at the top-middle of the Launcher, the window will fill the screen and you can view all the currently installed apps on the Chromebook.

4 The Launcher (Everything button)

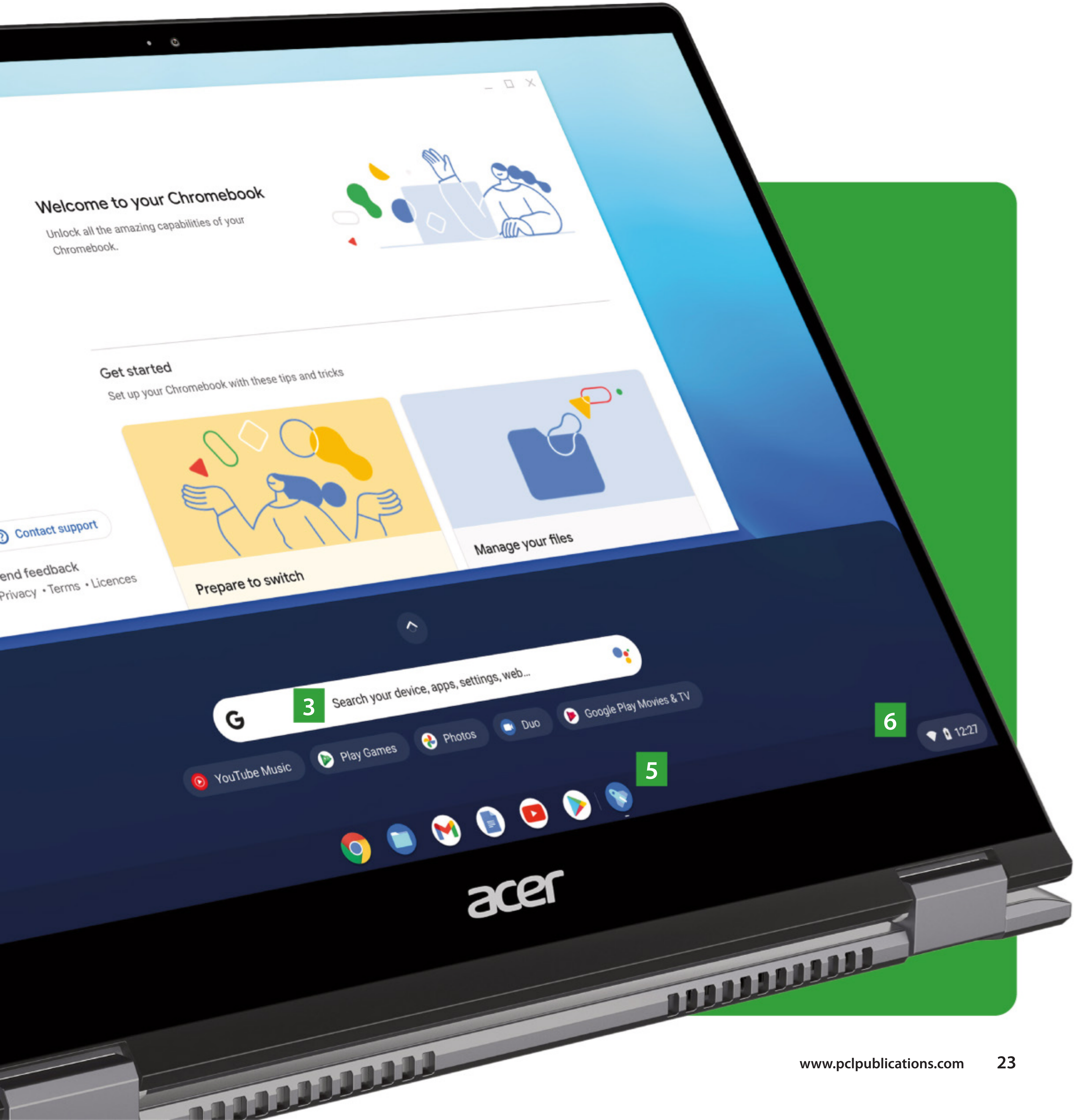
This is called the Launcher, or the Everything Button, it's not always taking up so much room on the desktop, we simply activated it to show you what it looks like. To open the Launcher, you tap the Search key on your Chromebook keyboard (the magnifying glass), or you use the Touchpad to click the circle in the bottom-left of the main desktop area.

5 The Shelf

The bar below the Launcher is called the Shelf. This is a quick-launch app, file and folder shortcut launcher similar to that found on macOS, and some Linux distros. The default apps: Chrome, Files, Gmail, Google Docs, YouTube and the Google Play Store, can all be changed and removed, and it's easy to Pin new apps, files and folders, to the Shelf. The Rocket Ship icon, by the way, is the Welcome Page that's currently open on the desktop. Any open apps are displayed in the Shelf for easy access when you're switching windows.

6 Notifications, Settings, and More

The Wifi, battery level and time icons in the bottom-right of the Shelf can be clicked to reveal a lot more. In here you'll find any recent notifications you've not dismissed, your current profile image, the option to Sign Out of the Chrome OS as well as Shutdown or Restart the Chromebook. There are also options to lock the screen, enter the Chrome OS Settings pages, change Wifi network, enable or disable Bluetooth, capture the screen, turn the Night Light on or off, increase volume and display brightness.


Welcome to your Chromebook
Unlock all the amazing capabilities of your Chromebook.
Get started
Set up your Chromebook with these tips and tricks
Contact support
end feedback
Privacy • Terms • Licences
Prepare to switch
Manage your files
Search your device, apps, settings, web...
3
YouTube Music
Play Games
Photos
Duo
Google Play Movies & TV
5
6
12:27
acer

Touchpad Gestures & Keyboard Shortcuts

If you want to get the most from your Chromebook, and the best from Chrome OS, then getting to grips with the built-in touchpad gestures and keyboard shortcuts is the way to go. Using touchpad gestures and shortcuts makes for a more efficient use of the OS, save you small snippets of time and makes good use of the available technology. Here's how they work.

Touchpad Gestures

Move the pointer
Move your finger across the touchpad.

Click
Press or tap the lower half of the touchpad.

Right-Click
Press or tap the touchpad with two fingers. You can also press Alt, then click with one finger.

Scroll
Place two fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.

Move between pages
To go back to a previous page, swipe left with two fingers. To go forwards to a page that you were just on, swipe right with two fingers.

See all open windows
To see all open windows, swipe up with three fingers. To close it, swipe down with three fingers.

Close a tab
Point to the tab, then tap or click the touchpad with three fingers.

Open a link in a new tab
Point to the link, then tap or click the touchpad with three fingers.

Switch between tabs
If you have multiple browser tabs open, swipe left or right with three fingers.

Open or close overview
To open overview, swipe up with three fingers. To close it, swipe down with three fingers.

Switch between virtual desks
If you have multiple desks open, swipe left or right with four fingers.

Drag and drop
Using one finger, click and hold the item that you want to move. Drag the item to its new spot, then release your finger.

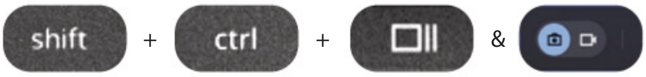
Keyboard Shortcuts

Take a screenshot:
Press Ctrl + Show windows

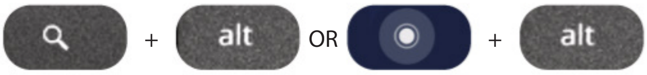
Take a partial screenshot:
Press Shift + Ctrl + Show windows, then click and drag an area.

shift
+
ctrl
+
+
DRAG

To access more screenshot features:
Press Shift + Ctrl + Show windows, then select a screenshot feature from the toolbar.



Turn Caps Lock on or off:
Press Search + Alt. Or press Launcher + Alt.



Lock your screen:
Press Search + L. Or press Launcher + L.

Sign out of your Google Account:
Press Shift + Ctrl + q (twice).

shift
+
ctrl
+
q
x2

Introducing the Chromebook

Search = 🔍 **Launcher =** ◉ **Rotate =** ↻ **Left =** < **Right =** > **Up =** ^ **Down =** ∨ **Keys bright =** ☼ **Keys dim =** ☼ **Increase volume =** 🔊

Tabs and Windows

Open a new window	**Ctrl + n**
Open a new window in Incognito mode	**Shift + Ctrl + n**
Open a new tab	**Ctrl + t**
Open a file in the browser	**Ctrl + o**
Close the current tab	**Ctrl + w**
Close the current window	**Shift + Ctrl + w**
Reopen the last tab or window that you closed	**Shift + Ctrl + t**
Go to tabs 1–8 in the window	**Ctrl + 1 through Ctrl + 8**
Go to the last tab in the window	**Ctrl + 9**
Go to the next tab in the window	**Ctrl + Tab**
Go to the previous tab in the window	**Shift + Ctrl + Tab**

Switch quickly between windows	Press and hold **Alt**, tap **Tab** until you get to the window that you want to open, then release. You can also press and hold **Alt,** then tap **Tab** and select a window with the left or right arrow keys, mouse or touch.
Open the window last used	Press & hold **Shift + Alt**, tap **Tab** until you get to the window that you want to open, then release.

Go to previous page in your browsing history	**Alt + Left arrow**
Go to the next page in your browsing history	**Alt + Right arrow**
Open the link in a new tab in the background	**Press Ctrl and click a link**
Open the link in a new tab and switch to the new tab	**Press Shift + Ctrl and click a link**
Open the link in a new window	**Press Shift and click a link**
Open the link in the tab	**Drag the link to the tab's address bar**
Open the link in a new tab	**Drag the link to the tab strip**

Open the web page in a new tab	Type a web address (URL) in the address bar, then press **Alt + Enter**

Return the tab to its original position	**While dragging the tab, press Esc**
Dock a window on the left	**Alt + [(left square bracket)**
Maximise window	**Alt + =**
Minimise window	**Alt + - (minus)**
Dock a window on the right	**Alt +] (right square bracket)**
Switch windows between screens (when your Chromebook is connected to a monitor)	**Search + Alt + m (or)** **Launcher + Alt + m**

Page and web browser

Page up	**Alt + Up arrow**
Page down	**Alt + Down arrow**
Scroll down the web page	**Space bar**
Go to top of page	**Ctrl + Alt + Up arrow**
Go to bottom of page	**Ctrl + Alt + Down arrow**
Print your current page	**Ctrl + p**
Save your current page	**Ctrl + s**
Reload your current page	**Ctrl + r**
Reload your current page without using cached content	**Shift + Ctrl + r**
Zoom in on the page	**Ctrl and +**
Zoom out on the page	**Ctrl and - (minus)**
Reset zoom level	**Ctrl + 0**
Stop the loading of your current page	**Esc**
Right-click a link	**Press Alt and click a link**
Open the link in a new tab in the background	**Press Ctrl and click a link**
Save the link as a bookmark	**Drag link to bookmarks bar**
Save your current web page as a bookmark	**Ctrl + d**
Save all open pages in your current window as bookmarks in a new folder	**Shift + Ctrl + d**
Search the current page	**Ctrl + f**
Go to the next match for your search	**Ctrl + g or Enter**
Go to the previous match for your search	**Shift + Ctrl + g or Shift + Enter**
Go to an inactive information field	**Alt + Shift + a**
Perform a Google search	**Ctrl + k (or) Ctrl + e**
Add www. and .com to your input in the address bar, then open the page	**Ctrl + Enter**
View page source	**Ctrl + u**
Show or hide the Developer Tools panel	**Shift + Ctrl + i**
Navigate to selected section in the Developer Tools panel	**Ctrl + Shift + c**
Open the Console tab in the Developer Tools panel	**Shift + Ctrl + j**
Show or hide the bookmarks bar	**Shift + Ctrl + b**
Show the toolbar	**Alt + Shift + t**
Navigate to selected selection in theDeveloper Tools panel	**Ctrl + Shift + c**
Open the History page	**Ctrl + h**
Open the Downloads page	**Ctrl + j**
Delete selected Auto-fill suggestion when filling in a form	**Shift + Alt + Backspace**

System & display settings

Open the Files app	**Shift + Alt + m**
Preview a file in the Files app	**Select the file, then press Space**
Display hidden files in the Files app	**Ctrl + . (full stop)**
Open the status area (where the time appears)	**Shift + Alt + s**
Click icons 1–8 on your shelf	**Alt + 1 to Alt + 8**
Click the last icon on your shelf	**Alt + 9**

Use function keys	Search + preferred function key (or) Launcher + preferred function key
See your notifications	Shift + Alt + n
Change screen resolution	Shift + Ctrl and + or - (minus)
Reset screen resolution to default	Shift + Ctrl + 0
Rotate screen 90 degrees	Shift + Ctrl + Rotate
Switch to the next user	Ctrl + Alt + . (full stop)
Switch to the previous user	Ctrl + Alt + , (comma)

Text editing

Turn Caps Lock on or off	Search + Alt (or) Launcher + Alt
Select everything on the page	Ctrl + a
Select the content in the address bar	Ctrl + L or Alt + d
Select the next word or letter	Shift + Ctrl + Right arrow
Select text to the end of the line	Search + Shift + Right arrow (or) Launcher + Shift + Right arrow
Select text to the beginning of the line	Search + Shift + Left arrow (or) Launcher + Shift + Left arrow
Select previous word or letter	Shift + Ctrl + Left arrow
Move to the end of the next word	Ctrl + Right arrow
Move to the start of the previous word	Ctrl + Left arrow
Move to beginning of the line	Search + Left arrow (or) Launcher + Left arrow
Move to end of the line	Search + Right arrow (or) Launcher + Right Arrow
Go to end of document	Search + Ctrl + Right arrow (or) Launcher + Ctrl + Right arrow
Go to beginning of document	Search + Ctrl + Left arrow (or) Launcher + Ctrl + Left arrow
Open clipboard menu	Launcher + v (or) Search + v

Tip: You can navigate the clipboard menu with the tab or arrow keys.

Copy selected content to the clipboard	Ctrl + c

Tip: You can select up to five items to copy to your clipboard.

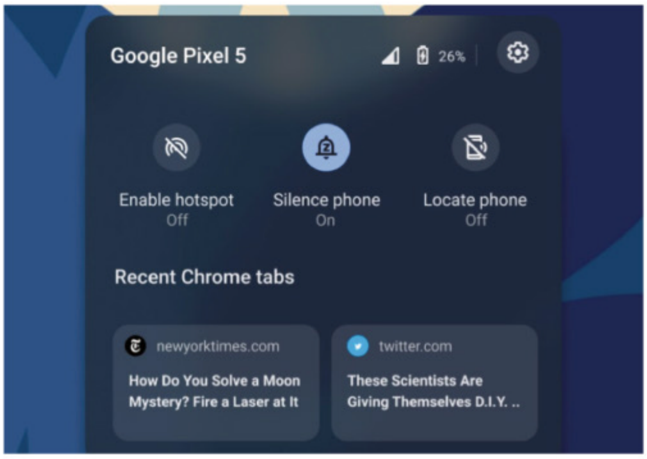
Paste content from the clipboard	Ctrl + v
Paste content when clipboard menu is open	Enter
Paste content from the clipboard as plain text	Shift + Ctrl + v
Cut	Ctrl + x
Delete the previous word	Ctrl + Backspace
Delete the next letter (forward delete)	Alt + Backspace
Undo your last action	Ctrl + z
Redo your last action	Shift + Ctrl + z
Switch between keyboard languages	Shift + Ctrl + Space
Switch to the previous keyboard language that you were using.	Ctrl + Space
Dim keyboard (for backlit keyboards only)	Alt + ☼
Make keyboard brighter (for backlit keyboards only)	Alt + ☼

Accessibility

Turn ChromeVox (spoken feedback) on or off	Ctrl + Alt + z
Turn on high contrast mode	Search + Ctrl + h (or) Launcher + Ctrl + h
Magnify your whole screen	Ctrl + Search + m (or) Ctrl + Launcher + m
Magnify part of your screen	Ctrl + Search + d (or) Ctrl + Launcher + d
Move around in full-screen magnifier mode	Ctrl + Alt + Up , Down , Left or Right
Highlight the Launcher button on your shelf	Shift + Alt + L
Highlight the next item on your shelf	Shift + Alt + L, then Tab (or) Shift + Alt + L, then Right arrow
Highlight the previous item on your shelf	Shift + Alt + L, then Shift +Tab (or) Shift + Alt + L, then Left arrow
Open the highlighted button on your shelf	Shift + Alt + L, then Space (or) Shift + Alt + L, then Enter
Remove the highlight from a button on your shelf	Shift + Alt + L, then Esc
Switch focus between: • Status area (where the time appears) • Launcher • Address bar • Bookmarks bar (if visible) • The web page that's open • Downloads bar (if visible)	Ctrl + Back or Ctrl + Forward
Highlight the bookmarks bar (if shown)	Shift + Alt + b
Highlight the row with the address bar	Shift + Alt + t
Open right-click menu for highlighted item	Search + Shift + Increase volume (or) Launcher + Shift + Increase volume
Move an app icon up, down or to the side in the launcher	Ctrl + Up , Down , Left or Right
Move an app in or out of a folder in the launcher	Ctrl + Shift + Up , Down , Left , or Right

Chrome OS New Features

Chrome OS is a continually evolving system, with regular updates, fixes, patches and new features. These new features can vary from minor additions to the overall use of the operating system, through to great new software that'll make Chrome OS even better than before. Let's look at some of the best new additions to the system.



Google Pixel 5

26%

Enable hotspot Off

Silence phone On

Locate phone Off

Recent Chrome tabs

newyorktimes.com
How Do You Solve a Moon Mystery? Fire a Laser at It

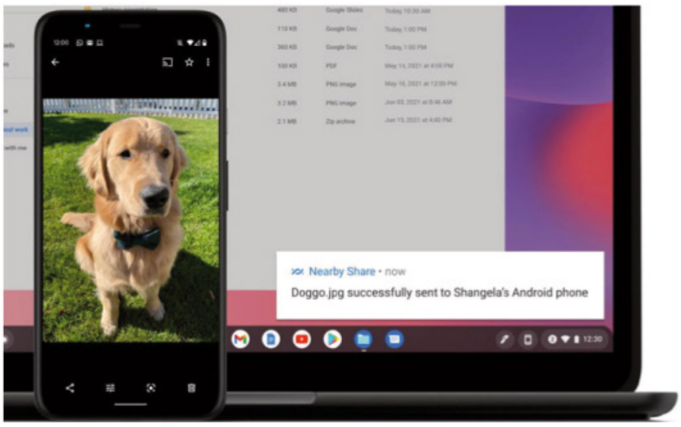
twitter.com
These Scientists Are Giving Themselves D.I.Y. ..

Directly Control Your Android Phone

If you're on your Chromebook and your phone is out of reach, then with the new Phone Hub feature you're able to control the key capabilities of your Android phone directly from within Chrome OS. You can check on the phone's battery life, mobile signal, send messages, and much more.

Wifi Sync

Wifi Sync is a feature that enables you to quickly connect to more devices, enabling you and your Chromebook to get online faster than ever before. With it enabled, you can instantly connect to trusted wireless networks your Android Phone has used previously.



Nearby Share • now

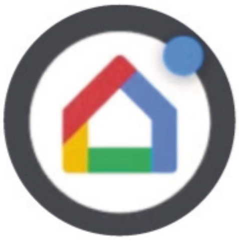
Doggo.jpg successfully sent to Shangela's Android phone

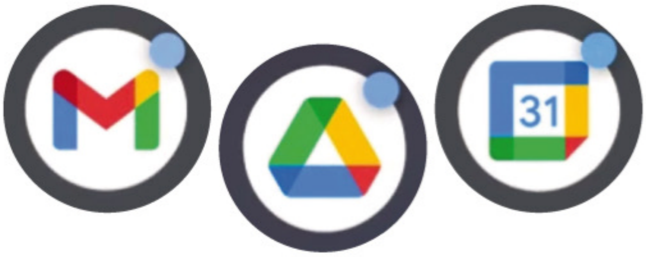
Nearby Share

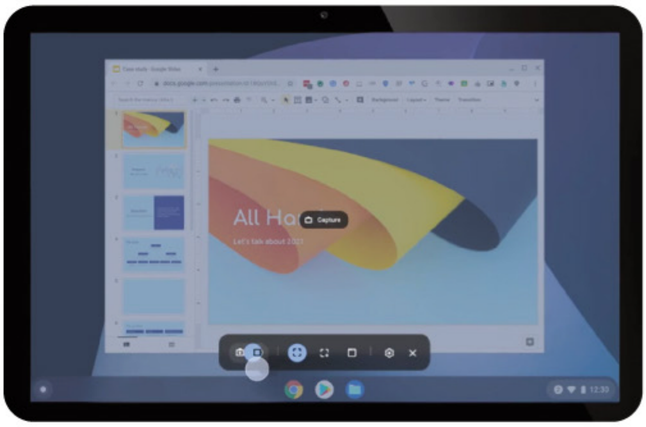
You're now able to quickly and securely share files between other Chrome OS or Android devices. You can send and receive without giving away your contact details, so that your personal information stays private.

App Badges

App icons within Chrome OS now come with App Badges. These are additions to the icons, indicating that there's a new notification specific to the app for you to view. For example, if you get a new email, the Gmail icon will display a small circle to one side of its main Chrome OS icon.

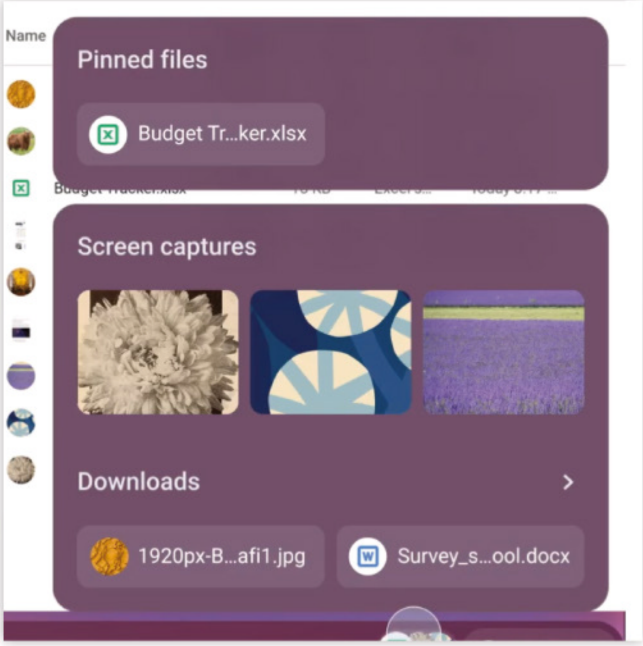





All Ho
Capture

Screen Capture

It's now easier than ever before to grab a screenshot, or even a screen recording – without the need to remember multiple keyboard shortcuts. You can crop an area to capture, view more options, change from image to video and much more.

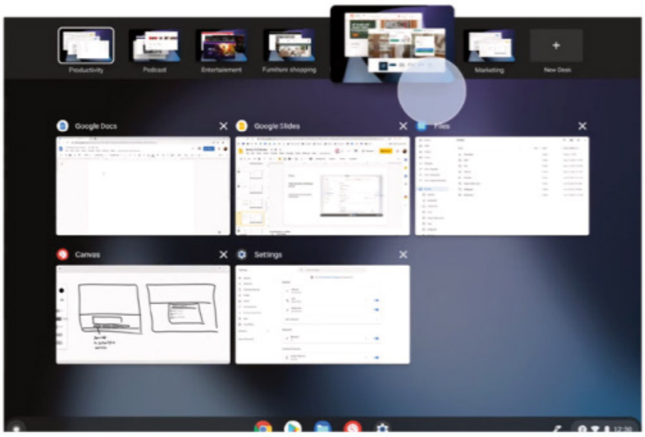

Name
Pinned files
Budget Tr...ker.xlsx
Screen captures
Downloads
1920px-B...afi1.jpg
Survey_s...ool.docx

Tote

The Tote is a new area to the Shelf. It enables you to quickly get to the most recently used files, screenshots, downloads and anything you've opted to Pin. You can find next to the time, Wifi and battery life icons in the bottom-right of the desktop.

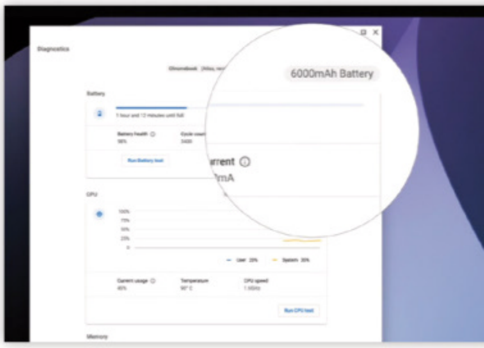
Desks

Desks is a virtual workspace setup within Chrome OS, similar to that found on Windows 10, Linux and macOS. You can press the Show Windows key on your Chromebook keyboard to get an overview of the currently open windows, and from there look to the top of the desktop to see the Desks options. You can create a new Desk, populated with different windows from another Desk, and you can right-click a window to send it to one or all Desks. Desks can also be moved, so you can better organise them, and they are restored on reboot to keep you working effectively.


Productivity
Podcast
Entertainment
Furniture shopping
Marketing
New Desk
Google Docs
Google Slides
Files
Canvas
Settings

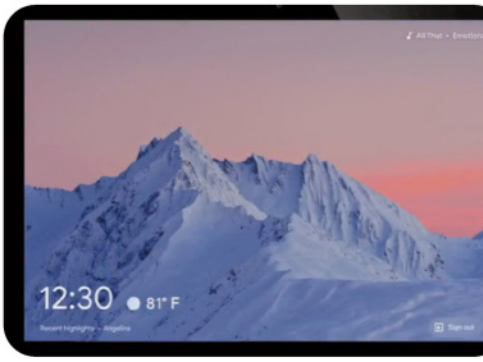
Diagnostics

There's a new Diagnostics app that can be used to check the status of your Chromebook's vital hardware. Check on the Chromebook's battery, the current CPU load, the amount of memory being used, and even run some tests to check everything is operating as it should. You can access the Diagnostic app by pressing the Launcher searching for Diagnostics.


Diagnostics
6000mAh Battery
Battery
CPU
Memory

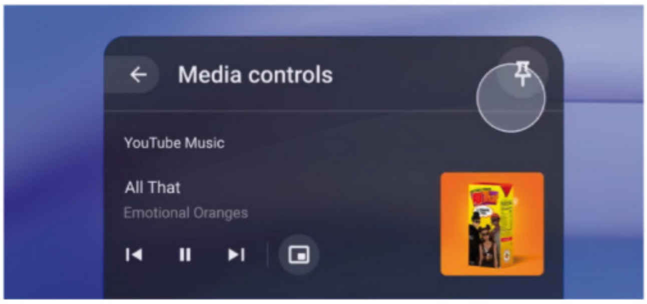
Lock Screen Personalisation

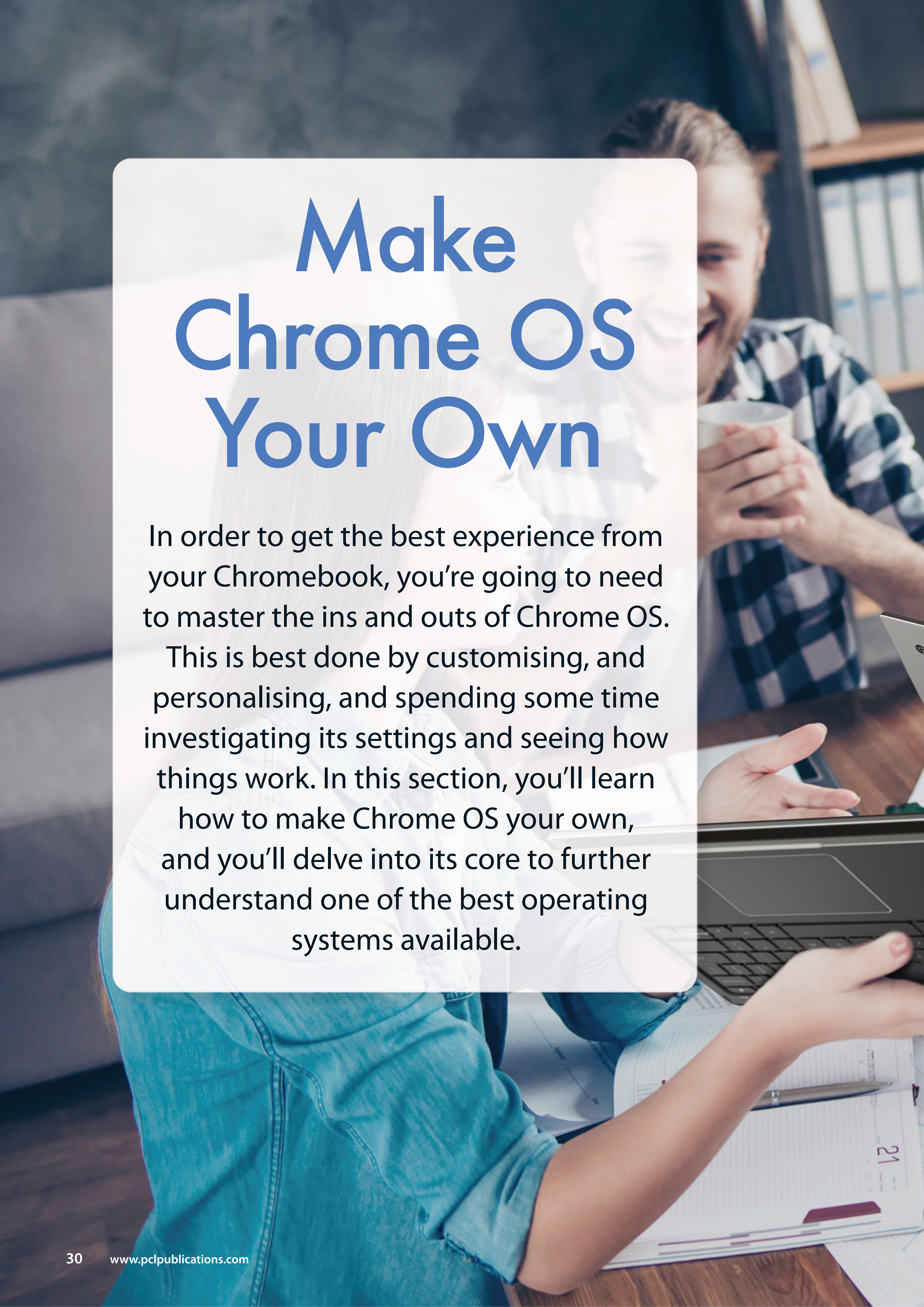
You're able to personalise your Chromebook's lock screen by displaying a favourite photo album, or from a gallery of stock images. You're also able to check the latest weather reports, see what music is being played, and skip tracks without the need to log back into the Chromebook.



Media Controls

There is now better access to the Chromebook's media controls, built directly into the Quick Settings menu. Found in the bottom-right corner of the desktop, the Media Controls enable you to play music from YouTube or Spotify, pause, skip tracks and see details on the track being played.


Media controls
YouTube Music
All That
Emotional Oranges



Make Chrome OS Your Own

In order to get the best experience from your Chromebook, you're going to need to master the ins and outs of Chrome OS. This is best done by customising, and personalising, and spending some time investigating its settings and seeing how things work. In this section, you'll learn how to make Chrome OS your own, and you'll delve into its core to further understand one of the best operating systems available.

chromebook
acer

Personalising Chrome OS & Mastering Settings

Personalising your Chrome OS desktop, and the way it behaves, is something only you can do. However, within the following pages we'll look at some of the key changes you can apply to make Chrome OS your own.

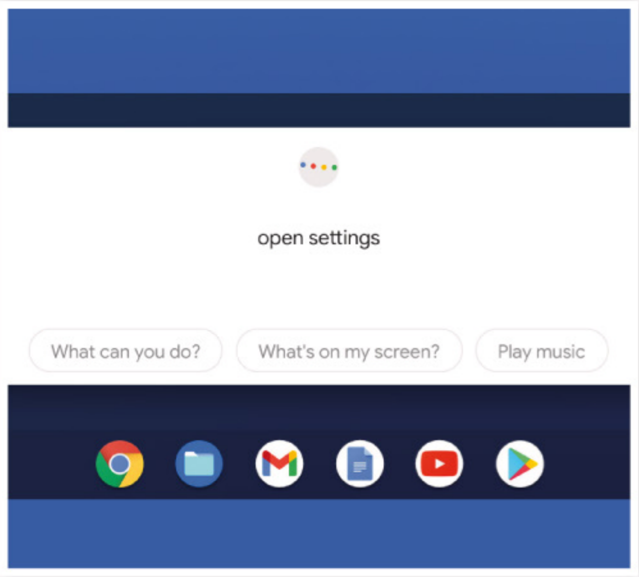
Cityscapes
Landscapes
Togetherness
Imaginary
Element
Made by Canvas
Collage
Composition
Leisure
Dessert time
Colours
Illustrations
Art
Solid colours
My images
Currently set
Photo by Evgeni Dinev
Refresh
Explore
Daily Refresh
10:36
acer

Settings

You can accomplish most of the main personalisation of Chrome OS from within the, wait for it… Personalisation section in the Settings menu. You can get to the Settings page by one of two ways:

Step 1

› Say 'Hey Google, open settings'. Providing you've got the Chromebook plugged into a power source, the Google Assistant will open the Settings Page.

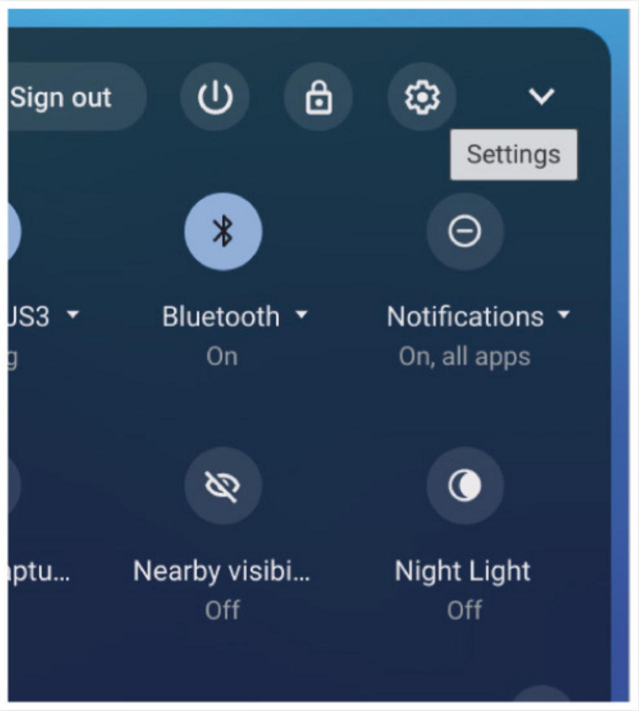


open settings

What can you do?
What's on my screen?
Play music

Step 2

› Click on the power, Wifi and time icon in the bottom-right of the desktop. When the information menu opens, look to the cog icon in the top row, and click it. The Settings page will open.



Sign out
Settings

US3

Bluetooth
On

Notifications
On, all apps

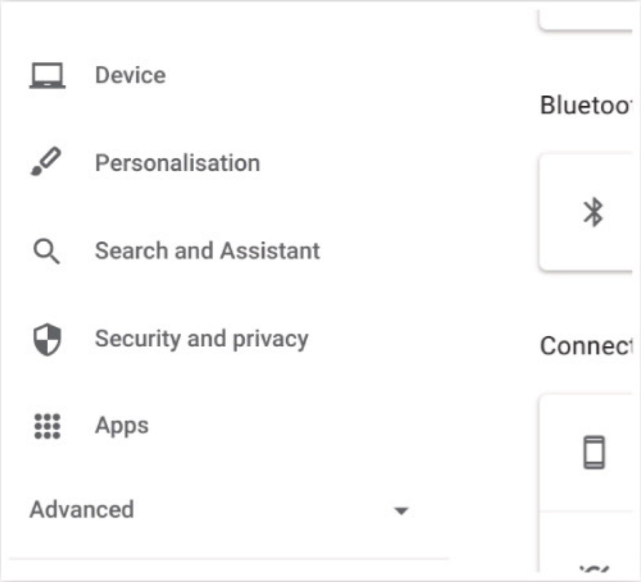
ptu...

Nearby visibi...
Off

Night Light
Off

Step 3

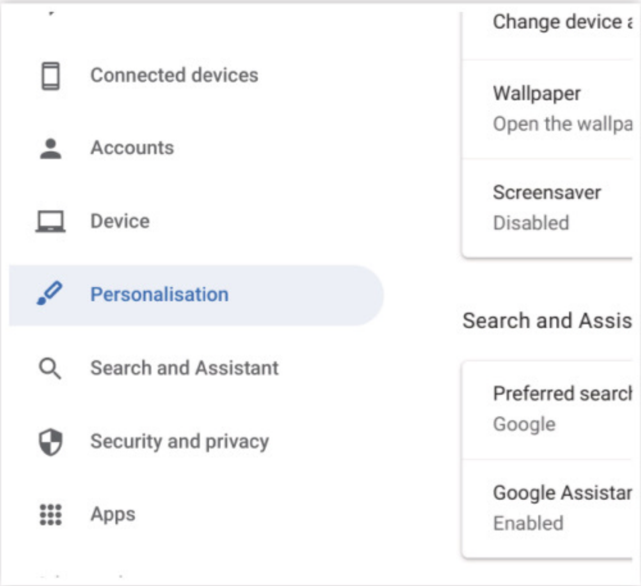
› Either method will take you to the Settings page. In here are all manner of tweaks, adjustments and alterations you can do the core of Chrome OS and your experience when using it. Use it with caution, though. While nothing too bad can come from most of these settings, some could cause you problems, and others will wipe your account off the Chromebook for good.



Device
Personalisation
Search and Assistant
Security and privacy
Apps
Advanced
Bluetoo
Connect

Step 4

› What you need to do now is look to the left-hand pane to locate Personalisation. Click on the Personalisation title, and the main page will change its display. Now let's have a look through what's available within here.



Connected devices
Accounts
Device
Personalisation
Search and Assistant
Security and privacy
Apps
Change device a
Search and Assis

Wallpaper
Open the wallpa

Screensaver
Disabled

Preferred searc
Google

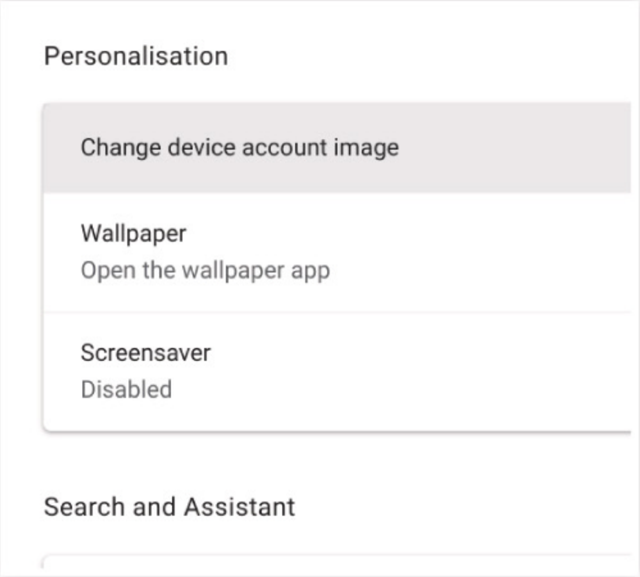
Google Assistar
Enabled

Change Device Account Image

You'll probably want to change your Google account image. If you're new to Google, then you'll likely just have a letter, or even a solid colour. But you can change it to whatever you want – within reason, of course.

Step 1

› The first step is to click the top option within the Personalisation page: Change Device Account Image. This will change the display of the main panel.



Personalisation

Change device account image

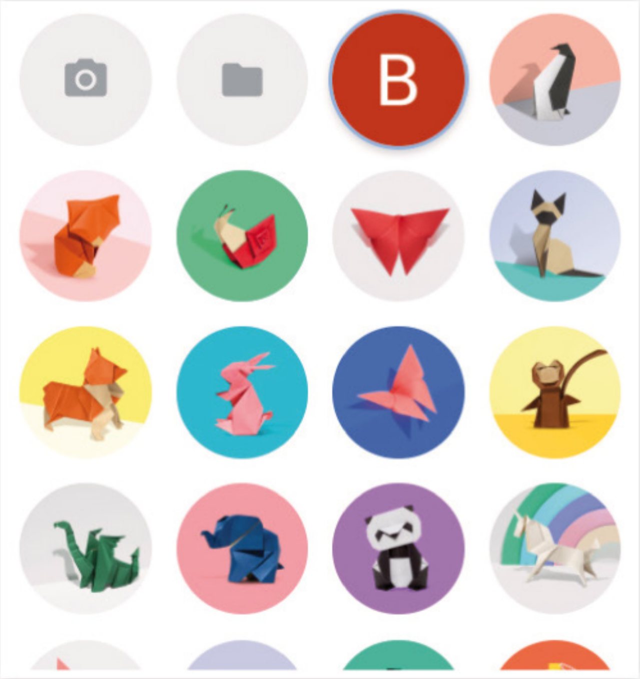
Wallpaper
Open the wallpaper app

Screensaver
Disabled

Search and Assistant

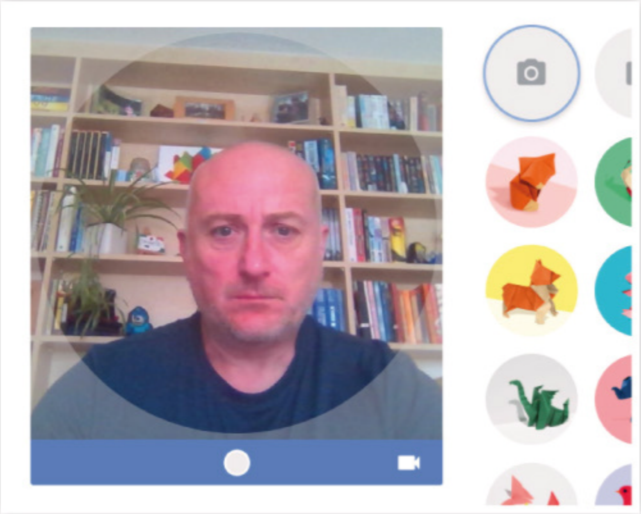
Step 2

› As you'll see from the new display, there's a lot you can opt for in terms of having a new account image. You can choose anything from a cartoon graphic of an animal, through to your own unique image.



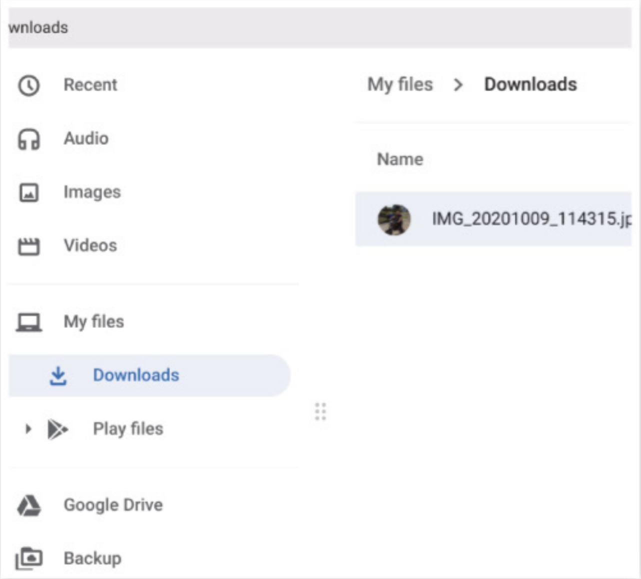
Step 3

› You can click any of the default images, which will change the main, large image that's displayed next to them. However, if you want something more personal, click the Camera icon. This activates the Chromebook webcam, and you can take a picture of yourself.



Step 4

› Alternatively, you can click the Folder icon (next to the webcam option), and choose an image file you may already have stored on your Google Drive, or stored as an attachment to an email. You may need to download the image to the Downloads folder in Chrome OS before being able to add it as the Account Image, however. When you're done, click on the left-pointing arrow above the image, to return to the main Personalisation page again.



wnloads

Recent
Audio
Images
Videos

My files
Downloads
Play files

Google Drive
Backup

My files > Downloads

Name

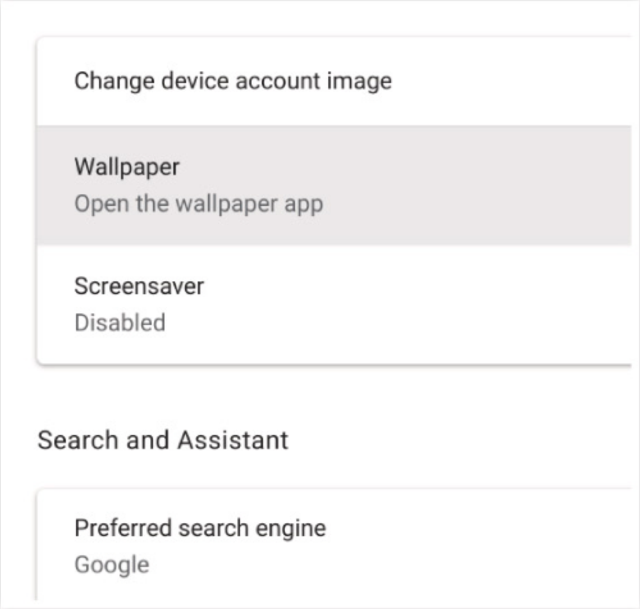
IMG_20201009_114315.jp

Wallpaper

Nothing says personalisation quite as much as adding your own, unique desktop background. Here we can choose a wealth of options for new wallpaper, to grace your Chrome OS look.

Step 1

› The next option beneath the Change Device Account Image is Wallpaper. As you would expect, click this to proceed.



Change device account image

Wallpaper
Open the wallpaper app

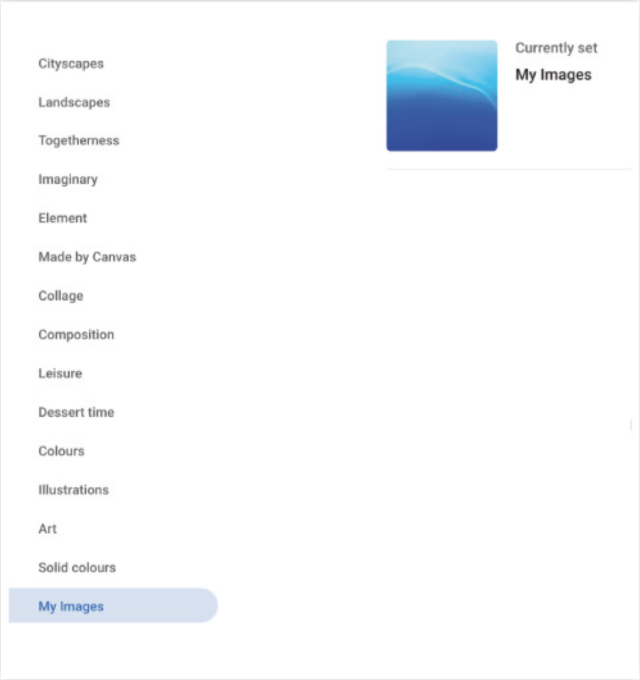
Screensaver
Disabled

Search and Assistant

Preferred search engine
Google

Step 2

› This option opens slightly differently to many of the other Personalisation and indeed the Settings pages. It's a separate app, so the main Settings page will drop into the background, and the new Wallpaper app will launch.

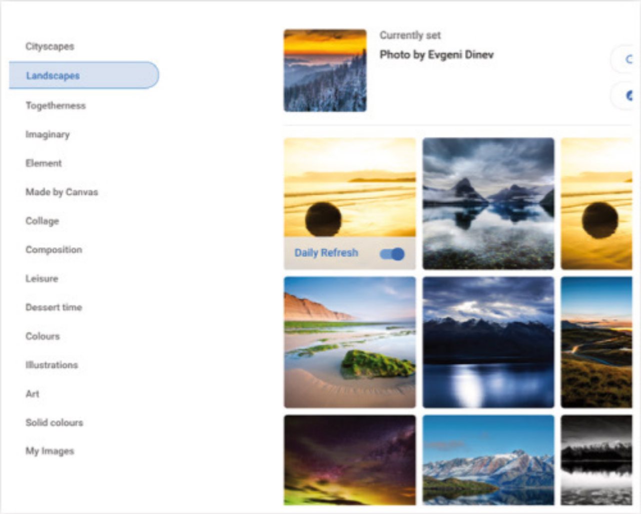


Currently set
My Images

Cityscapes
Landscapes
Togetherness
Imaginary
Element
Made by Canvas
Collage
Composition
Leisure
Dessert time
Colours
Illustrations
Art
Solid colours
My Images

Step 3

› There are possibly hundreds of pre-installed desktop backgrounds to choose from by looking through the list of categories on the left of the pane. The first image of each category has a Daily Refresh, which will cycle through the available image within that category.

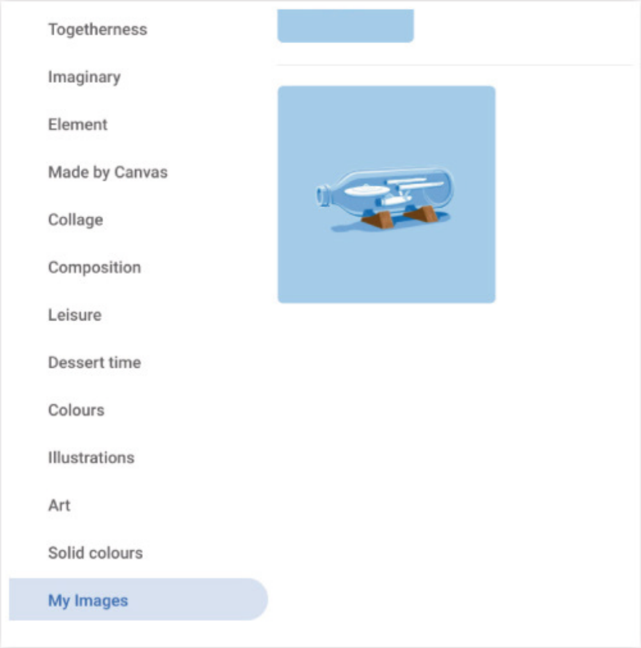


Currently set
Photo by Evgeni Dinev

Cityscapes
Landscapes
Togetherness
Imaginary
Element
Made by Canvas
Collage
Composition
Leisure
Dessert time
Colours
Illustrations
Art
Solid colours
My Images
Daily Refresh

Step 4

› If you want to add your own image, such as a wallpaper downloaded from the internet, then ensure that it's located in the Images folder from the Files app (found on the Shelf). In the Wallpaper app, scroll to the bottom and click on the newly downloaded image. It will now appear as the main desktop wallpaper.



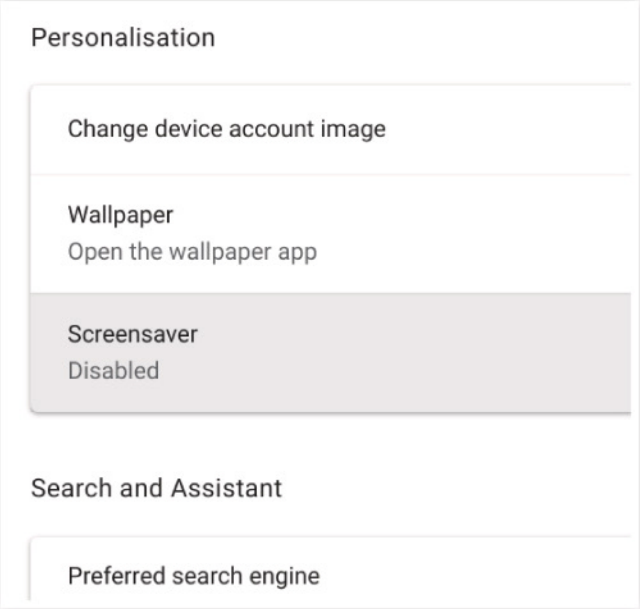
Togetherness
Imaginary
Element
Made by Canvas
Collage
Composition
Leisure
Dessert time
Colours
Illustrations
Art
Solid colours
My Images

Screensaver

The humble screensaver may not get quite as much appreciation as it used to many years ago, but it's still a vital part of the operating system; and one that's often personalised.

Step 1

› You'll find the Screensaver option under Wallpaper, the last of the first batch of three options within the Personalisation page.



Personalisation

Change device account image

Wallpaper
Open the wallpaper app

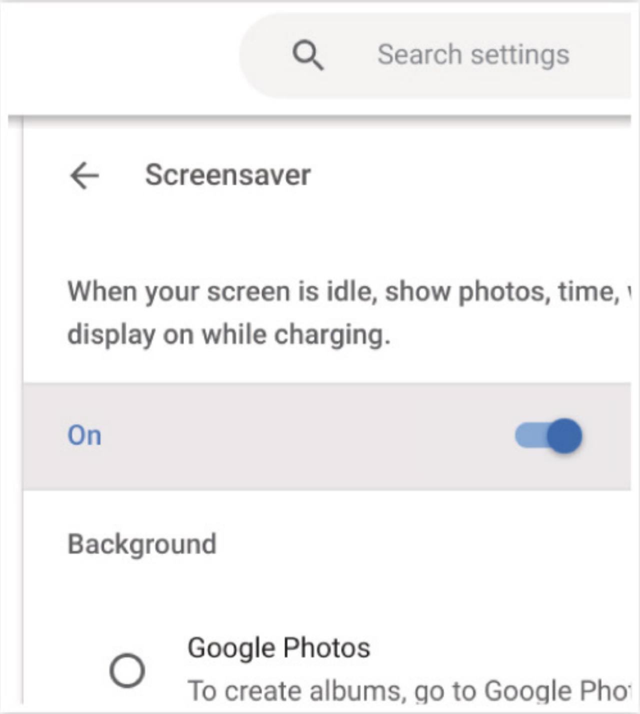
Screensaver
Disabled

Search and Assistant

Preferred search engine

Step 2

› The screensaver in Chrome OS is disabled by default, so to enable it you'll need to click the slider that's currently labelled 'Off' to the 'On' position.



Search settings

← Screensaver

When your screen is idle, show photos, time,
display on while charging.

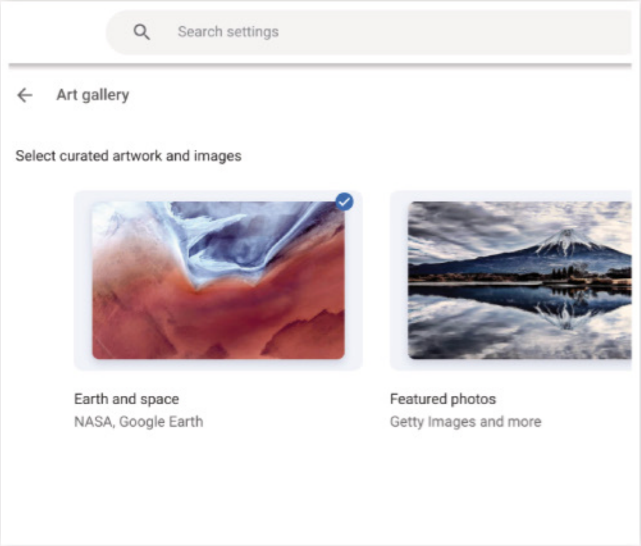
On

Background

○ Google Photos
To create albums, go to Google Pho

Step 3

› To change the images displayed while the screensaver is on, click on one of the two options: Google Photos, or, Art Gallery. If you're new to a Google account, then you're not likely to have many, if any at all, Google Photos. For now, click the Art Gallery option.



Search settings

← Art gallery

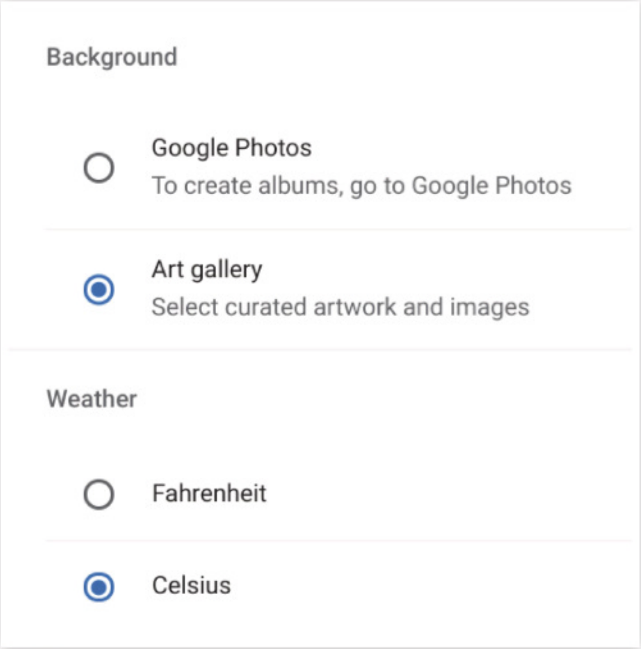
Select curated artwork and images

Earth and space
NASA, Google Earth

Featured photos
Getty Images and more

Step 4

› Tick which of the image sets you want displayed on the screensaver, then click the left-pointing arrow above to return to the Screensaver options. Along with the images, the local weather is also displayed during the screensaver. Click which of the units of temperature you want to view: Celsius, or Fahrenheit.



Background

○ Google Photos
To create albums, go to Google Photos

● Art gallery
Select curated artwork and images

Weather

○ Fahrenheit

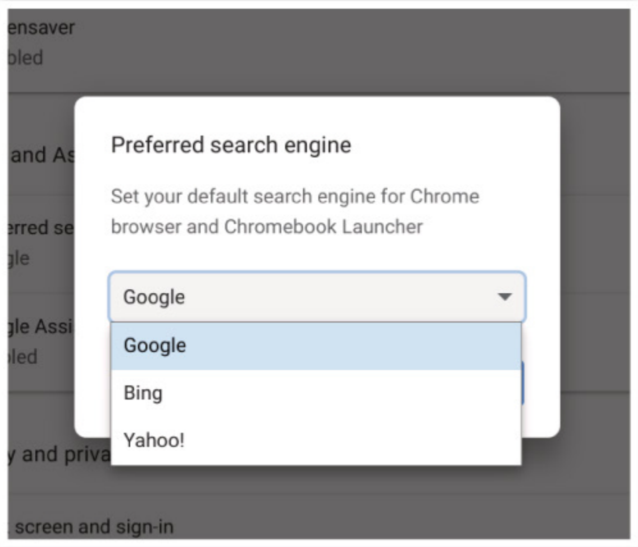
● Celsius

Search and Assistant

You can opt to choose your default search engine, and further improve, or retrain the voice recognition of the Google Assistant.

Step 1

› There are only two options in the Search and Assistant category within the Personalisation page. The first details changing the default search engine from Google to either Bing, or Yahoo! Click on the Configure button to make the choice.

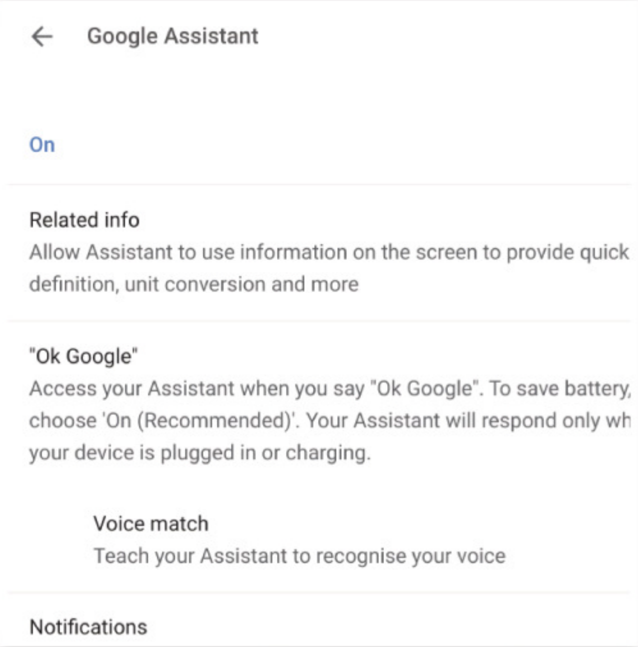


Preferred search engine

Set your default search engine for Chrome browser and Chromebook Launcher

Step 2

› Clicking the Google Assistant option will open up a varied set of new options. You opt to use the Google Assistant, provide related info on the screen when dealing with your query, and whether 'OK Google' is active only when the Chromebook is plugged in to save on power.



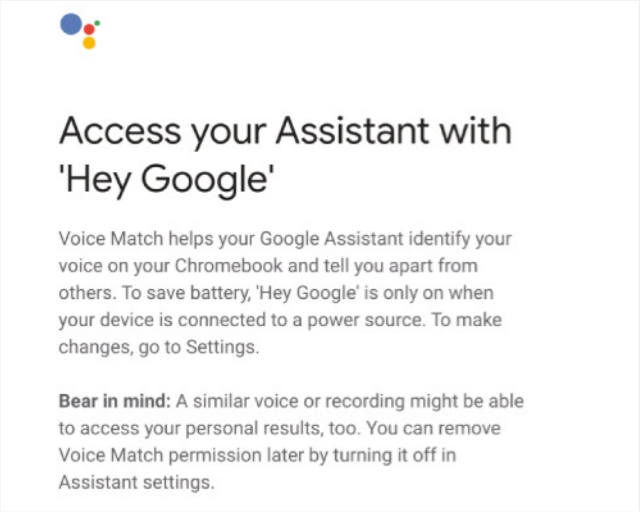
Related info
Allow Assistant to use information on the screen to provide quick definition, unit conversion and more

"Ok Google"
Access your Assistant when you say "Ok Google". To save battery, choose 'On (Recommended)'. Your Assistant will respond only wh your device is plugged in or charging.

Voice match
Teach your Assistant to recognise your voice

Step 3

› The Retrain option is always worth exploring if you find that the Google Assistant is beginning to ignore you, or picking up someone else instead of you. Simply click the Retrain button, then agree to the use of the Google Assistant and from there follow the on-screen instructions.



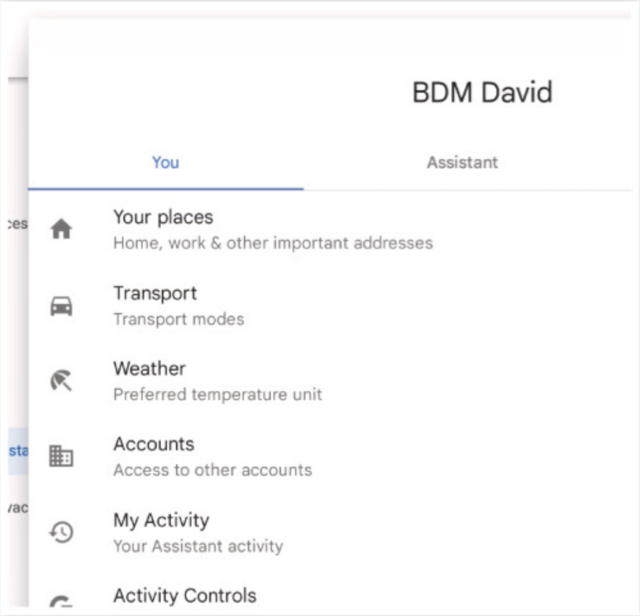
Access your Assistant with 'Hey Google'

Voice Match helps your Google Assistant identify your voice on your Chromebook and tell you apart from others. To save battery, 'Hey Google' is only on when your device is connected to a power source. To make changes, go to Settings.

Bear in mind: A similar voice or recording might be able to access your personal results, too. You can remove Voice Match permission later by turning it off in Assistant settings.

Step 4

› The last item in the Google Assistant section enables you to further improve the results from your questions. Click on the Google Assistant Settings link at the bottom of the section. Within here you can choose options such as your preferred temperature unit, transport modes, the language of the Assistant, and what Services are being used.



Your places
Home, work & other important addresses

Transport
Transport modes

Weather
Preferred temperature unit

Accounts
Access to other accounts

My Activity
Your Assistant activity

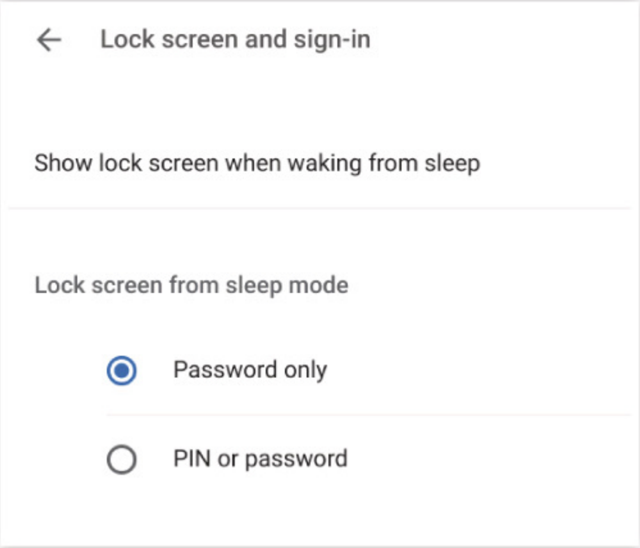
Activity Controls

Security and Privacy

Securing and making your Chrome OS account as private as possible are some of the first options you should look to. Here's how you can improve both.

Step 1

❱ The first option here is configuring the Chrome OS Lock Screen and Sign-In. Click the link, and you'll be asked to enter your Google Account password to continue. When you have, you'll be able to activate the Lock Screen when waking from Sleep Mode, and choose whether to unlock the Chromebook with the password, or a combination password and PIN.



← Lock screen and sign-in

Show lock screen when waking from sleep

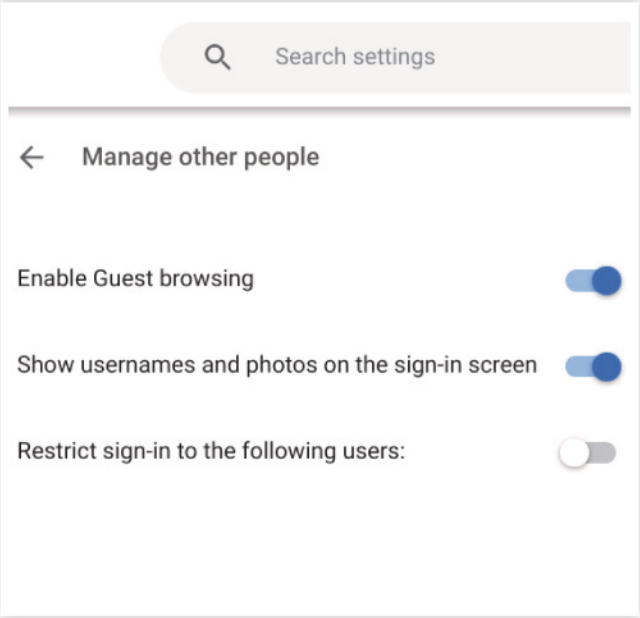
Lock screen from sleep mode

● Password only

○ PIN or password

Step 2

❱ Manage Other People is an option that allows you to enable or disable the Guest account, display Chrome OS usernames and Account Images at the sign-in screen, and the ability to restrict sign-in to Chrome OS to certain users.



← Manage other people

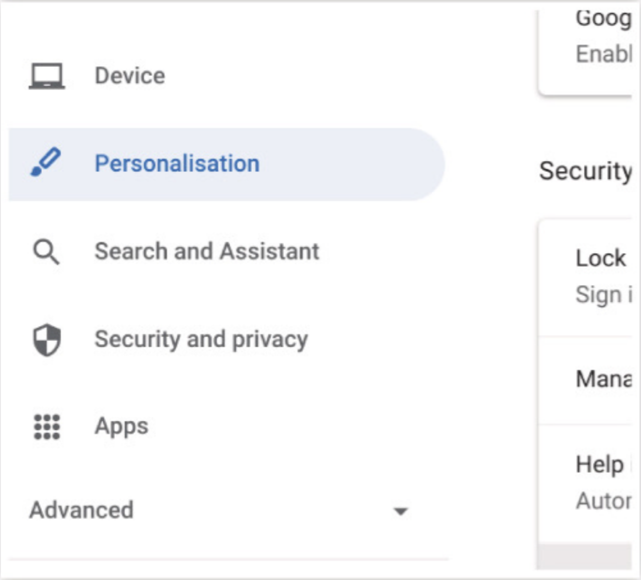
Enable Guest browsing: on

Show usernames and photos on the sign-in screen: on

Restrict sign-in to the following users: off

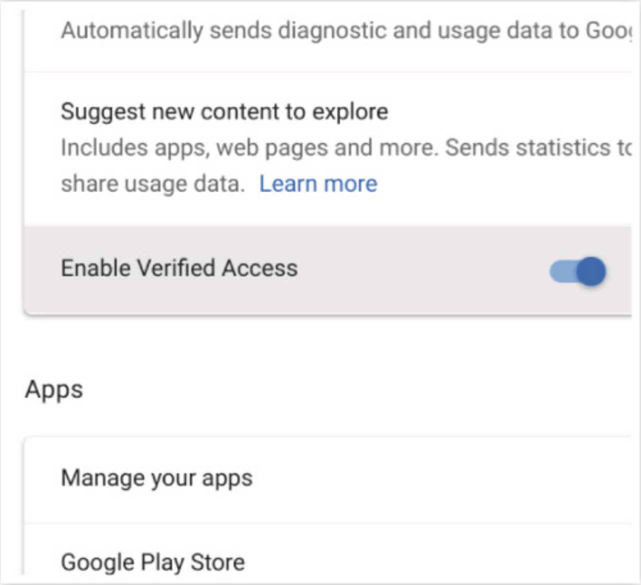
Step 3

❱ The next two options in the Security and Privacy category detail the use of Chrome OS to send diagnostic and usage data to Google to help improve features and performance, and to allow the OS to suggest new content for the user to explore. You can opt to enable or disable both options.



Step 4

❱ The last option, Enable Verified Access, sounds a little misleading as you would expect it to only enable access to verified, Chrome OS, accounts. However, it is used to identify machines and users for proprietary or licensed access for enterprise and media. It's recommended to leave enabled by default.



Automatically sends diagnostic and usage data to Goo

Suggest new content to explore
Includes apps, web pages and more. Sends statistics tc share usage data. Learn more

Enable Verified Access: on

Apps

Manage your apps

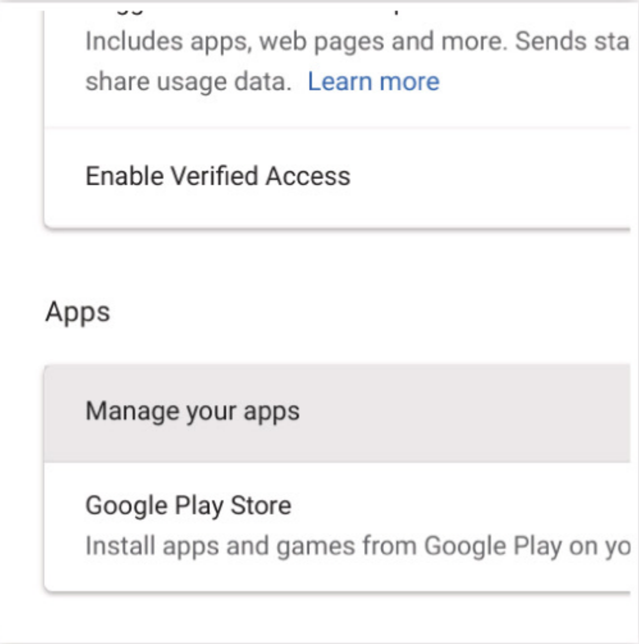
Google Play Store

Apps

You can personalise how the Apps installed on your Chromebook are handled too, including apps downloaded and installed via the Google Play Store.

Step 1

❱ There are only two options available within the Apps category of the Personalisation section: Manage Your Apps, and, Google Play Store. Start by clicking on the first option – Manage Your Apps.



Includes apps, web pages and more. Sends sta
share usage data. Learn more

Enable Verified Access

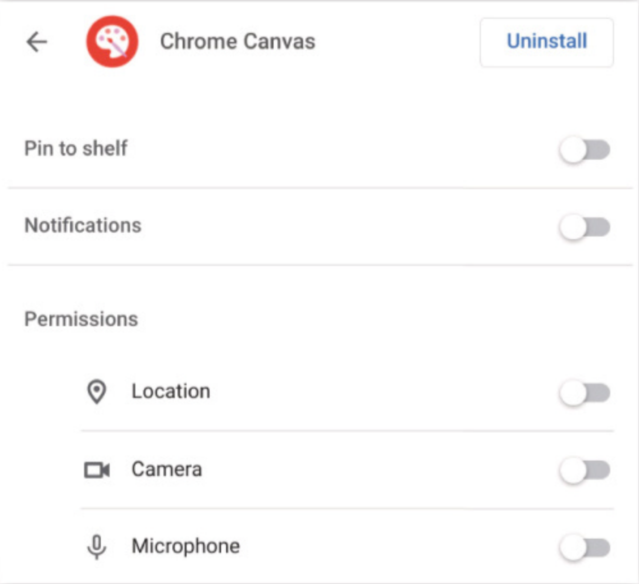
Apps

Manage your apps

Google Play Store
Install apps and games from Google Play on yo

Step 2

❱ The Manage Your Apps section will list all the currently installed Chrome OS apps on the system. You can click each of the apps in turn to delve deeper into how they interact with the system, or to Pin them to the Shelf. Options within here include whether to enable permissions to access the webcam, microphone and geo location.



Chrome Canvas — Uninstall

Pin to shelf

Notifications

Permissions

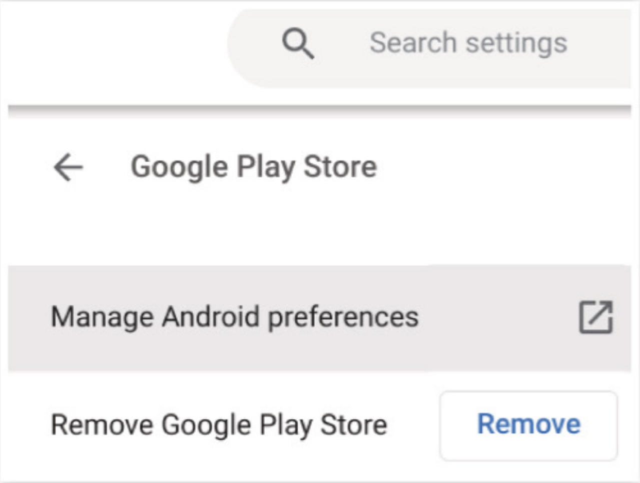
Location

Camera

Microphone

Step 3

❱ One of the best advances in Chrome OS is the ability to install and use Google Play Store apps. Although some are designed specifically for tablets or phones, most will run perfectly well inside of Chrome OS. Using the Google Play Store option, you can manage the Android preferences.



Search settings

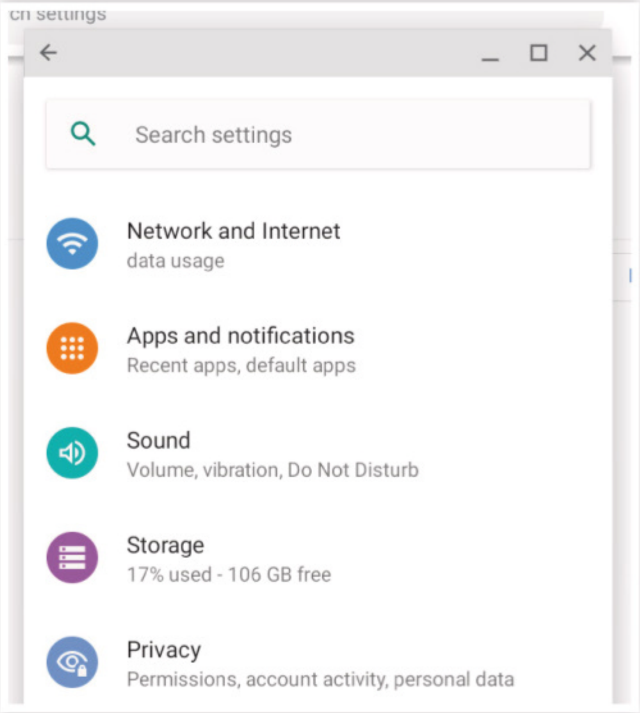
Google Play Store

Manage Android preferences

Remove Google Play Store — Remove

Step 4

❱ Clicking Manage Android Preferences allows you to further drill into the specifics of the currently used Android Google Play Store apps installed in the system. It'll bring up a new window, with the list of apps that you can click and configure individually.



Search settings

Network and Internet
data usage

Apps and notifications
Recent apps, default apps

Sound
Volume, vibration, Do Not Disturb

Storage
17% used - 106 GB free

Privacy
Permissions, account activity, personal data

Advanced Settings

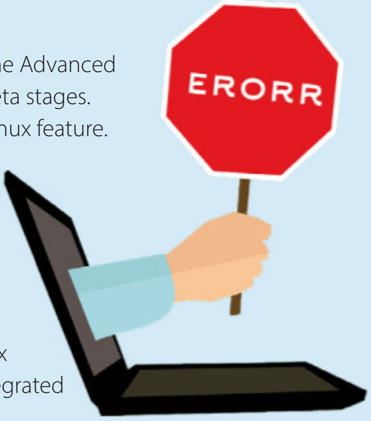
At the bottom of the Settings page, you'll notice a link: Advanced. Clicking this will expand the section to include more detailed settings that can be used to further improve your customisation of the operating system.

A brief warning

The settings in the Advanced section aren't all to be taken lightly. As the name suggests, Advanced means it for those who want to drill deeper into the inner workings of Chrome OS and further customise, personalise, and add new elements that aren't available by default.

There are a number of great features available within the Advanced section, such as accessibility, connecting to network shared areas, and the ability to install and access the Linux command line for developers.

There is also the Powerwash feature, a tool that is used only in the most dire of Chromebook circumstances. Powerwash will remove all trace of you ever having an account on the Chromebook. That includes all the files and folders you may have created, any personalisation and settings you've activated, and any extra users you've added – plus, their files and folders will be removed too. It will essentially revert the Chromebook back to its factory, newly purchased state, where you'll need to go through the entire setup a new Chromebook steps again. It's not, therefore, something to be taken lightly. But, it is a powerful tool that can wipe out anything untoward with Chrome OS, and allow you to use your Chromebook to maximum efficiency once again.



Some of the features within the Advanced section are still only in their Beta stages. This example applies to the Linux feature. Linux, as we've discussed previously, is what Chrome OS is built on top of; the Linux Kernel to be exact. With this feature enabled, you can access the core Linux components, as well as a Linux command line, and install Integrated Developer Environments.

The Linux environment is really designed for developers, and those who want to write code for the Linux Kernel. It is possible to install more Linux tools on top of the Chrome OS Linux developer environment, but this is something that we won't be looking at in this instance.

In short, there's a lot you can do and customise, expand and include when you dive into the Advanced settings. Just be careful when you do so, though. Some of the features may not be ready yet, may do something you don't want, and could wipe your Chromebook. Read everything carefully before enabling it, and if you're not sure, then take a moment to open a browser and search for the option. There's always someone out there who was gone through what you're about to do and written about it.

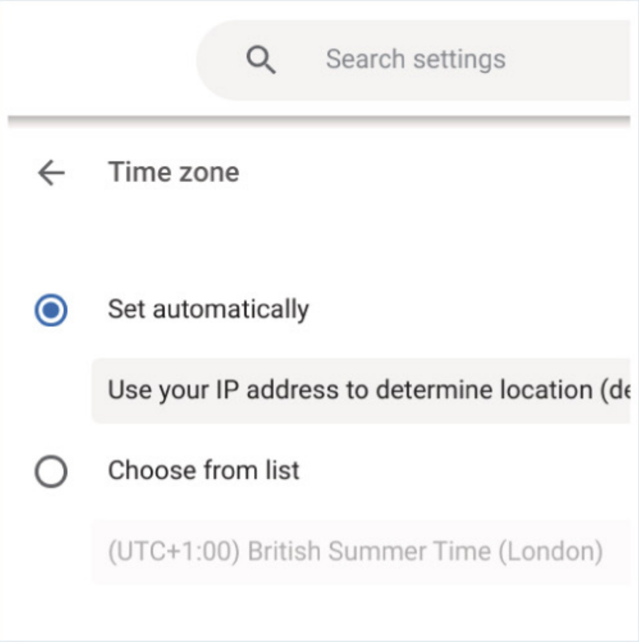
Have fun, but be ready to get messy.

Date, Time, Languages and Inputs

The first two sections of the Advanced category deal with how the Chromebooks gets its exact time and date, as well as the available languages and keyboard inputs.

Step 1

› Time Zone is the first option here, and clicking it will enable you to specify how the Chromebook will get the correct time and date. By default, the IP address of the Chromebook will determine its location, and therefore current time and date, but you can specify your own. The second option is whether you want to use the 24-hour clock format, or not.



Search settings

← Time zone

● Set automatically

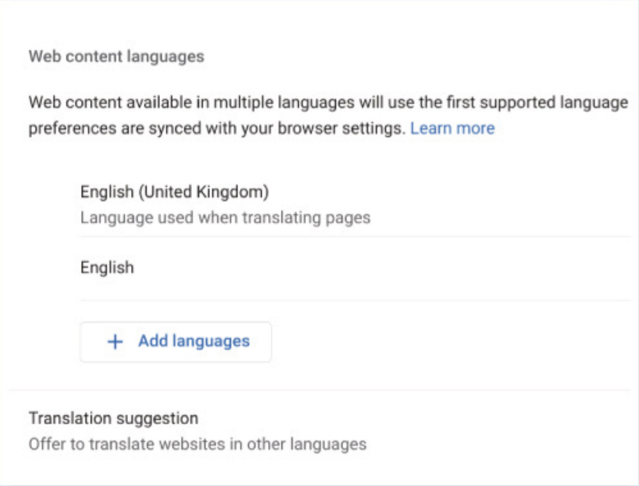
Use your IP address to determine location (de

○ Choose from list

(UTC+1:00) British Summer Time (London)

Step 2

› Languages and Inputs enable you to change the device's language, or change the available Web Content Languages. This means any websites that support multiple languages will always default to the first supported language in the available list. You can add more languages, and have Translations.



Web content languages

Web content available in multiple languages will use the first supported language preferences are synced with your browser settings. Learn more

English (United Kingdom)
Language used when translating pages

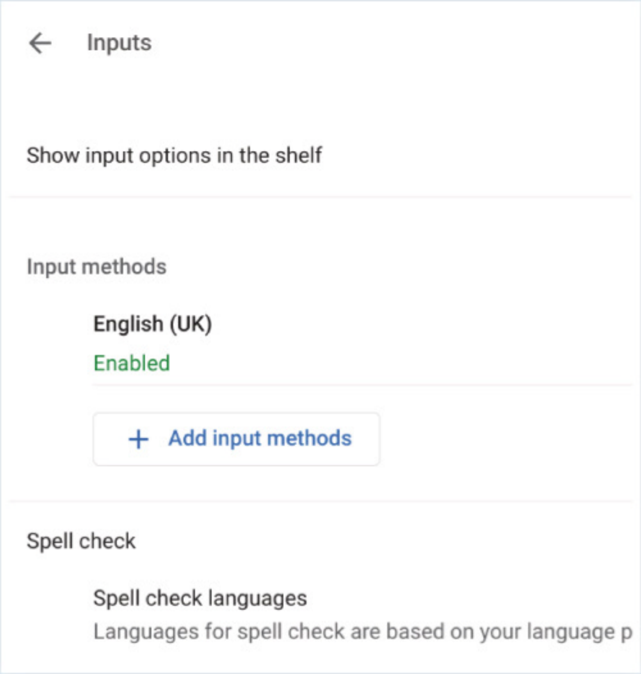
English

+ Add languages

Translation suggestion
Offer to translate websites in other languages

Step 3

› Inputs allows you to specify different language and keyboard inputs, for example, if you change the keyboard layout by adding an external keyboard, you can set it in here. There are also options to check spelling in different language other than the default, or to customise the spell-checker.



← Inputs

Show input options in the shelf

Input methods

English (UK)
Enabled

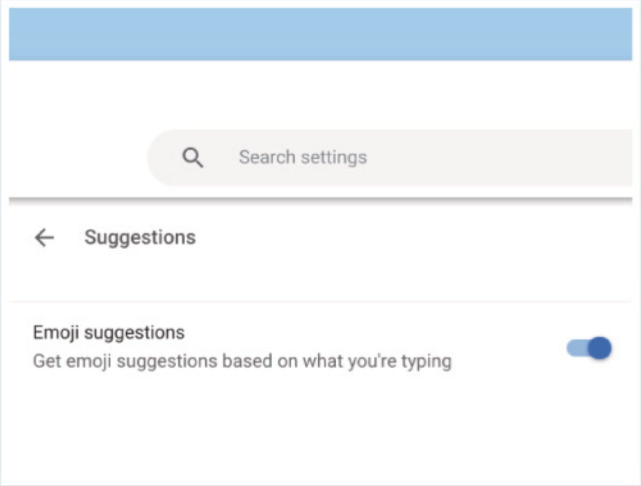
+ Add input methods

Spell check

Spell check languages
Languages for spell check are based on your language p

Step 4

› The last option, Suggestions, isn't specific to language – in a way. Instead, it allows you to enable or disable the Emoji Suggestions based on what you're typing, much in the same way that a text message from a phone will display an emoji of a cat if you enter the word 'cat'.



Search settings

← Suggestions

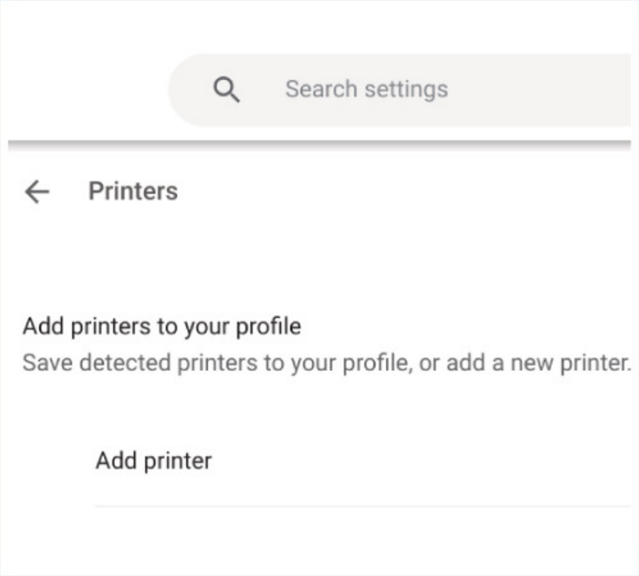
Emoji suggestions
Get emoji suggestions based on what you're typing

Files, Print and Scan

Chrome OS isn't just a fancy web-based operating system, with it you're able to connect to the same sort of external peripherals and devices that a Windows laptop or MacBook can. Let's have a look.

Step 1

› Printers! Yes, despite the best efforts of everyone trying to become more paperless, we still use a considerable amount of paper. Printing is essential, though, so Chrome OS wouldn't be much use without the ability to connect to a printer. Click the Printers option to start connecting to your local network printer.



Search settings

Printers

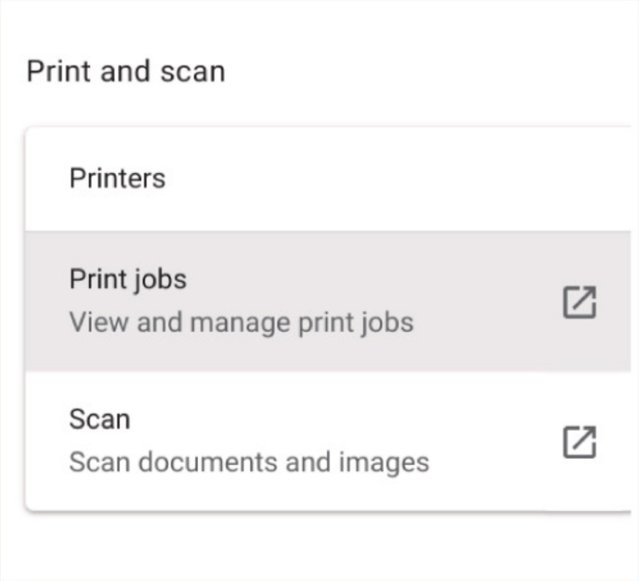
Add printers to your profile

Save detected printers to your profile, or add a new printer.

Add printer

Step 2

› Print Jobs opens a new window that details the current prints in the printer queue. You can delete jobs, clear the printer job history and push one or other jobs above the others in priority. The Scan option, locates any available scanners, as well as scan documents and images directly to the Chromebook.



Print and scan

Printers

Print jobs

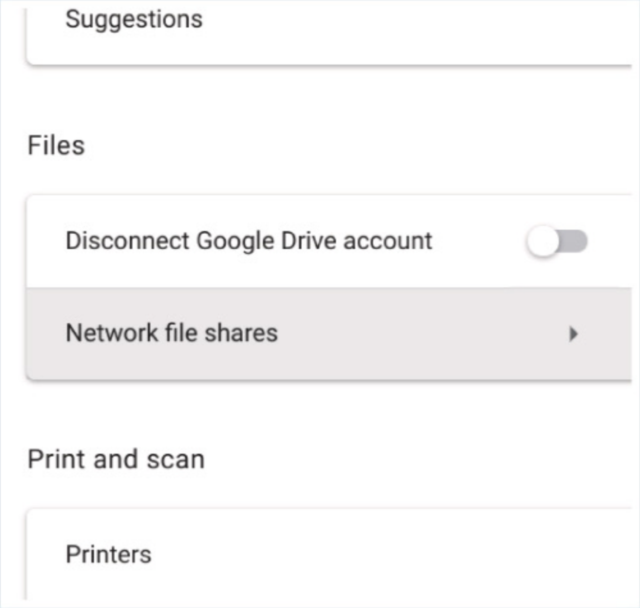
View and manage print jobs

Scan

Scan documents and images

Step 3

› The Files section is an interesting addition. There are two options available here: Disconnect Google Drive Account (which is something you probably won't want to do), and Network File Shares. Let's look at the Network File Shares.



Suggestions

Files

Disconnect Google Drive account

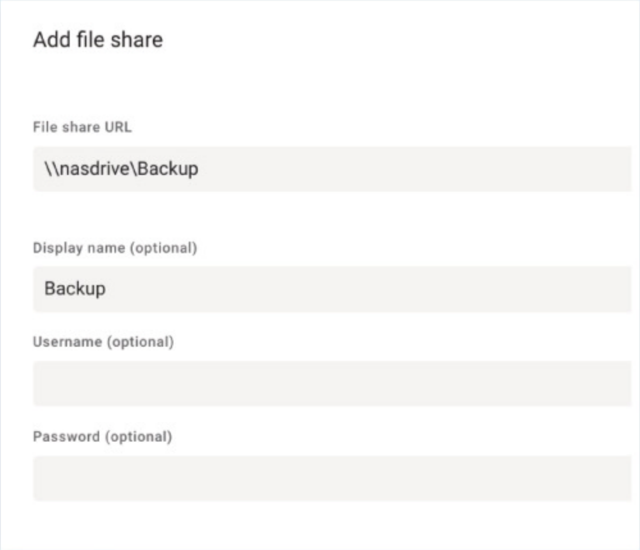
Network file shares

Print and scan

Printers

Step 4

› Network File Shares allows you to add an external, network shared area so Chrome OS can access it, and you can copy, create and use files, folders and media from those shared areas. Click the Network File Shares, followed by the Add File Share button to open a pop-up window. From there, enter the details of the shared device and folder, such as a NAS Drive, and click Add.



Add file share

File share URL

\\nasdrive\Backup

Display name (optional)

Backup

Username (optional)

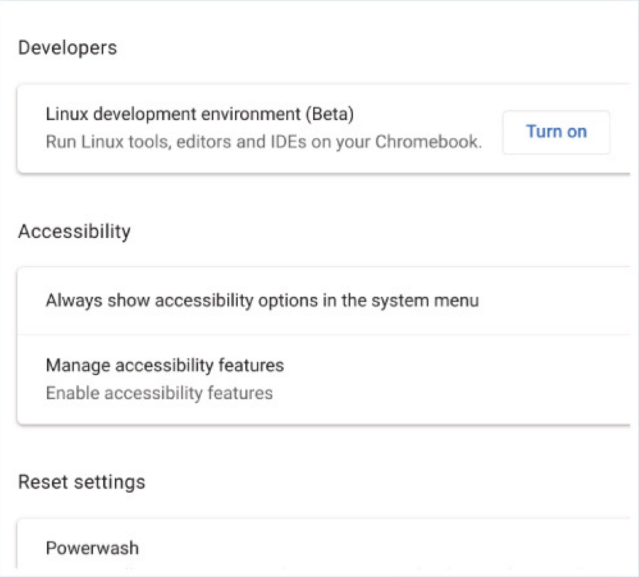
Password (optional)

Developers

This option allows you to develop and use software for Linux. Chrome OS is built on the Linux Kernel, and from here you can install the Linux command line, code editors, and Integrated Developer Environments.

Step 1

› Access to Linux is turned off by default, so you'll need to click on the Turn On button. More information can be found, prior to turning on Linux Developer Mode, by clicking the Learn More hyperlink.



Developers

Linux development environment (Beta)
Run Linux tools, editors and IDEs on your Chromebook.

Accessibility

Always show accessibility options in the system menu

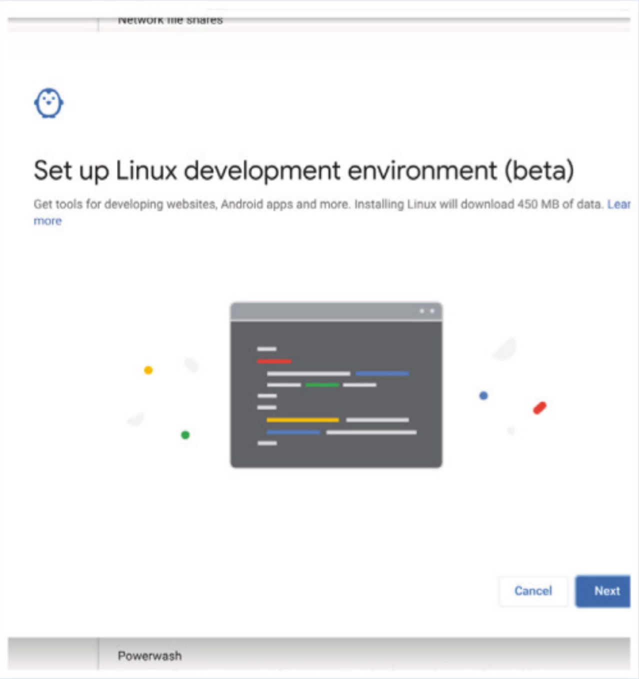
Manage accessibility features
Enable accessibility features

Reset settings

Powerwash

Step 2

› The Linux Developer environment is currently (at the time of writing) still in its Beta stage, so you may come across some issues when using it. If you're ready to start experimenting with Linux on Chrome OS, click the Next button to continue.



Network file shares

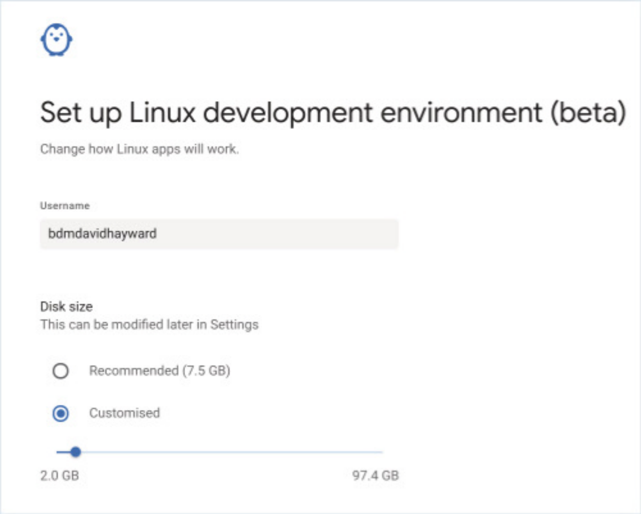
Set up Linux development environment (beta)

Get tools for developing websites, Android apps and more. Installing Linux will download 450 MB of data. Learn more

Powerwash

Step 3

› The next step asks you to setup the Linux Developer environment, using your Chrome OS username. This you can change, as well as the amount of disk space the environment will be using. However, if you're not sure what to opt for, we recommend you stay with the defaults.



Set up Linux development environment (beta)

Change how Linux apps will work.

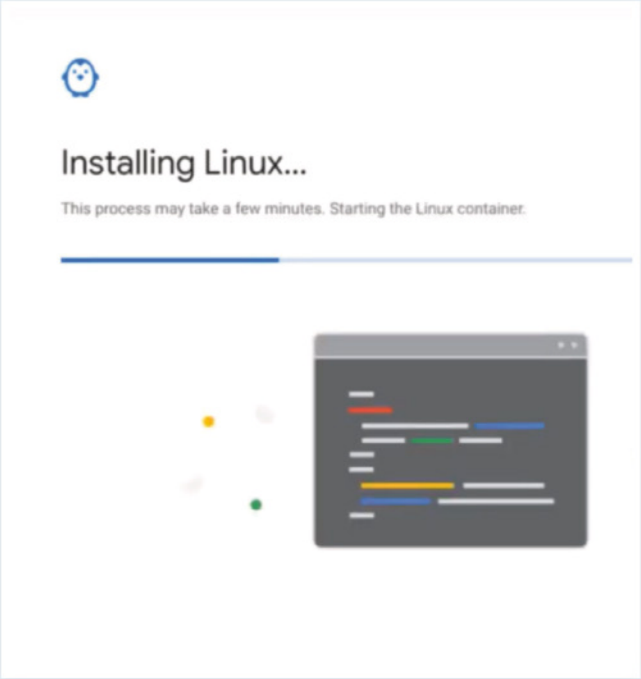
Username: bdmdavidhayward

Disk size
This can be modified later in Settings

○ Recommended (7.5 GB)
● Customised

Step 4

› Click the Install button when you're ready. The entire process will take roughly ten minutes, and any Linux processes run will be executed within a sandbox environment, protecting Chrome OS from anything that may go wrong.



Installing Linux...

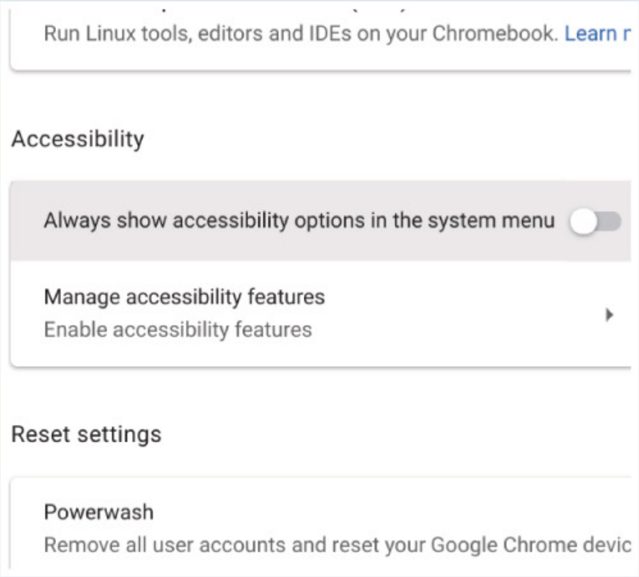
This process may take a few minutes. Starting the Linux container.

Accessibility

Accessibility is a key component for any operating system these days. Gone are the simple magnifying glass views of old, these days those who find it difficult to interact with an OS can enjoy a lot more freedom and help.

Step 1

Two options are available in the Accessibility category: Always show accessibility options in the system menu, and Manage accessibility features. The first permanently displays the accessibility options available, and should be enabled if you, or someone else who uses the Chromebook requires these features.



Run Linux tools, editors and IDEs on your Chromebook. Learn r

Accessibility

Always show accessibility options in the system menu

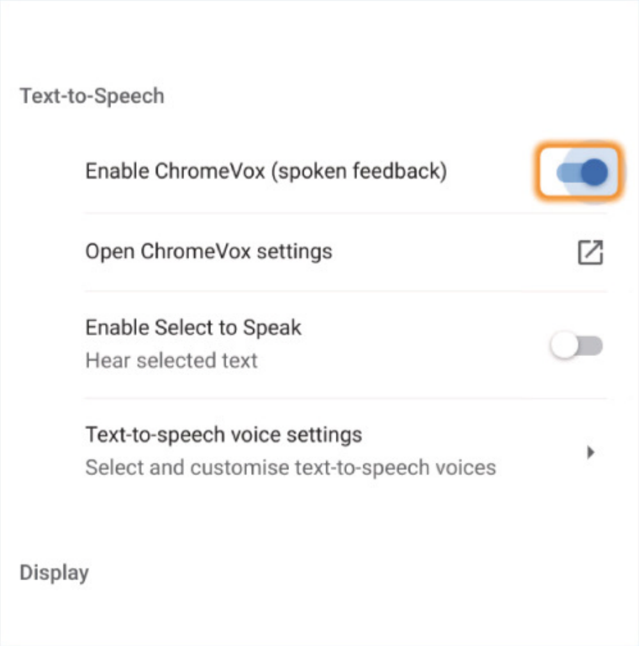
Manage accessibility features
Enable accessibility features

Reset settings

Powerwash
Remove all user accounts and reset your Google Chrome devic

Step 2

The second option, Manage accessibility features, delves into more depth. Click it, and you can enable the Text-to-Speech, ChromeVox assistant, and configure its setup and use.



Text-to-Speech

Enable ChromeVox (spoken feedback)

Open ChromeVox settings

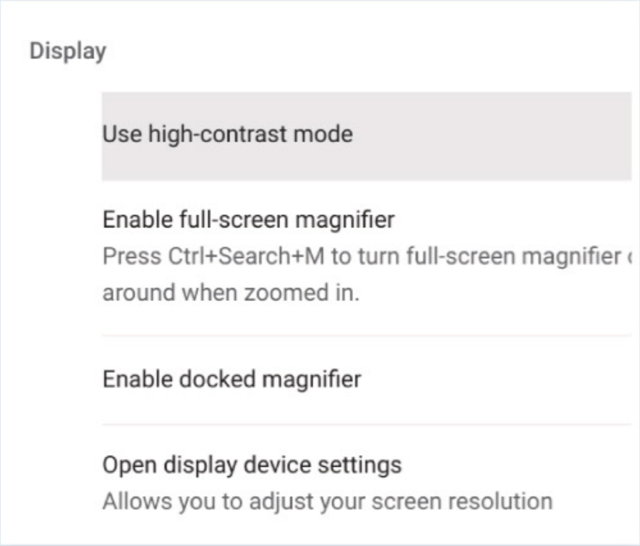
Enable Select to Speak
Hear selected text

Text-to-speech voice settings
Select and customise text-to-speech voices

Display

Step 3

Further down the list, you can personalise the display settings with High Contrast mode, a full-screen magnifier, and to adjust the text size.



Display

Use high-contrast mode

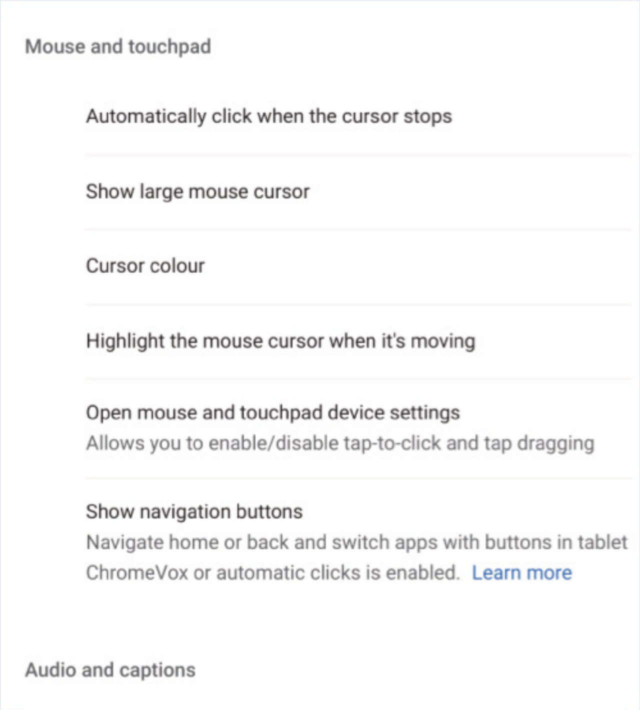
Enable full-screen magnifier
Press Ctrl+Search+M to turn full-screen magnifier
around when zoomed in.

Enable docked magnifier

Open display device settings
Allows you to adjust your screen resolution

Step 4

There's a lot to configure in here, and it caters for every possible accessibility need there is. You can adjust the keyboard captions, use a large cursor, add audio captions, change the available keyboard options and much more.



Mouse and touchpad

Automatically click when the cursor stops

Show large mouse cursor

Cursor colour

Highlight the mouse cursor when it's moving

Open mouse and touchpad device settings
Allows you to enable/disable tap-to-click and tap dragging

Show navigation buttons
Navigate home or back and switch apps with buttons in tablet
ChromeVox or automatic clicks is enabled. Learn more

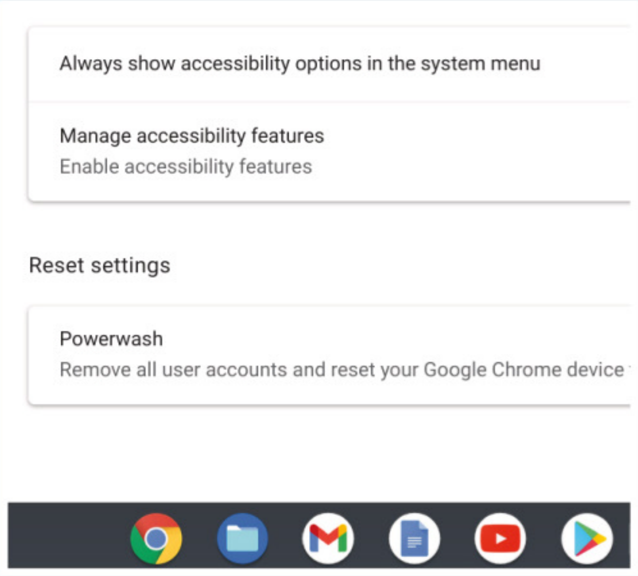
Audio and captions

Powerwash

The final element to the Advanced option is the Chrome OS Powerwash. This enables you to completely reset your Chromenook back to its factory default settings. Wiping out your account, anyone else's and any apps you've installed.

Step 1

› The Powerwash feature isn't to be taken lightly. As we've already mentioned, it can completely wipe all content from the Chromebook and reset it back to the basic, default setup. Only use this if something has gone wrong, and the Chromebook is near unusable.



Always show accessibility options in the system menu

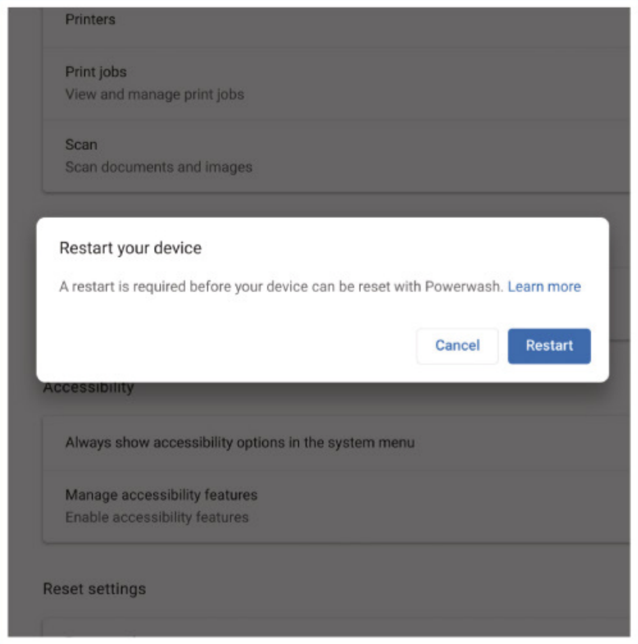
Manage accessibility features
Enable accessibility features

Reset settings

Powerwash
Remove all user accounts and reset your Google Chrome device

Step 2

› To start, click on the Reset button in the Powerwash option. You'll be asked to restart the Chromebook prior to accepting the Powerwash.



Printers

Print jobs
View and manage print jobs

Scan
Scan documents and images

Restart your device

A restart is required before your device can be reset with Powerwash. Learn more

Accessibility

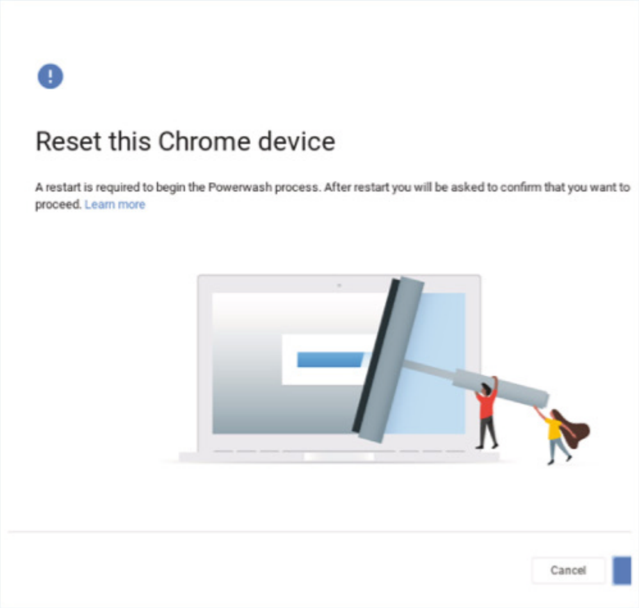
Always show accessibility options in the system menu

Manage accessibility features
Enable accessibility features

Reset settings

Step 3

› After clicking the Restart button, the Chromebook will reboot itself, but as the sign-in page appears, another window will pop up asking you for confirmation to proceed with the Powerwash. Click the Powerwash button to continue.

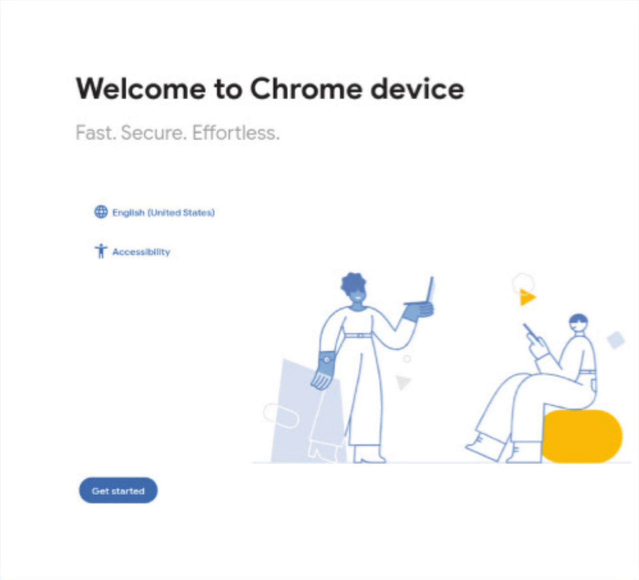


Reset this Chrome device

A restart is required to begin the Powerwash process. After restart you will be asked to confirm that you want to proceed. Learn more

Step 4

› It's worth reiterating that going ahead with a Powerwash will destroy all the files on the Chromebook, and wipe any users that are setup to use it. It will revert back to the state you bought it in, so you'll need to create a new account (or use the same credentials as before) to use the Chromebook again.



Welcome to Chrome device

Fast. Secure. Effortless.

Improving Your Google Security

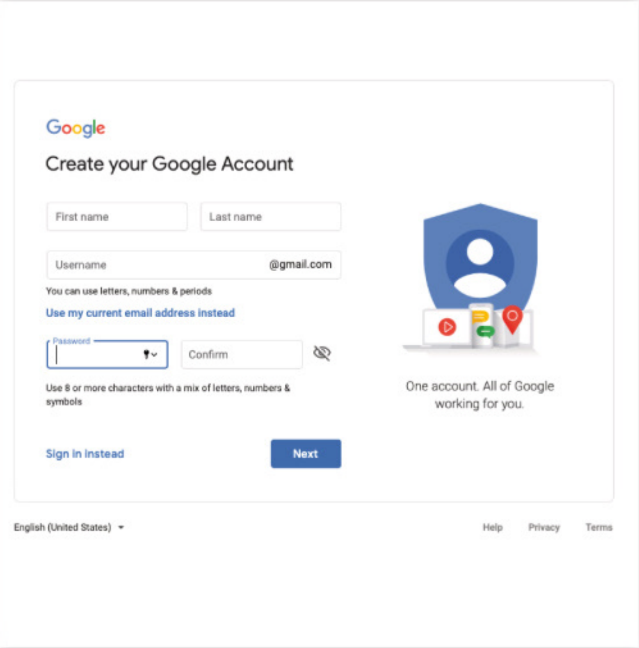
Keeping yourself and your family safe whilst using your Google apps is just as important as it is when you are sharing your details and your files online. That said it doesn't need to be difficult. While using the Internet and social networks can have its problems, you can reduce them to a minimal level by following a few simple pieces of advice.

Online Passwords

If you are anything like us, the number of passwords that you need to remember grows on an almost daily basis and because of this, it can be tempting to use the same or similar passwords for several different websites. This is a bad idea, particularly if your chosen password is something easy to guess such as your name or date of birth. Here are a few tips to consider when creating passwords.

Keep them Unique

› Having a unique password for each website you are required to log in to is a very good idea, particularly for things like email and online banking. Although security on a banking website is likely to be very good, if you use the same password on a website with less stringent security, you risk it being compromised on one and used to gain access to the other. It is not unusual for criminals to harvest passwords from a weak website and then randomly try them on more secure sites.



Google

Create your Google Account

First name

Last name

Username @gmail.com

You can use letters, numbers & periods

Use my current email address instead

Password

Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead

Next

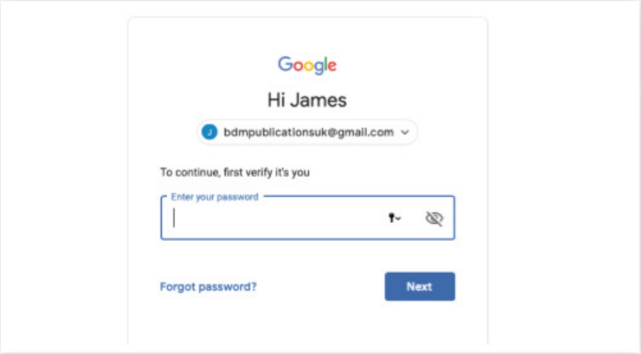
One account. All of Google working for you.

English (United States)

Help Privacy Terms

Keep them Random

› Try to avoid using anything that is easy to guess, including personal information like your name, date of birth or address. These things are all very easy to discover and often the first things someone will try to get into your accounts. Also avoid, if possible, using real words or sequential strings of numbers, e.g. 123456789.



Google

Hi James

bdmpublicationsuk@gmail.com

To continue, first verify it's you

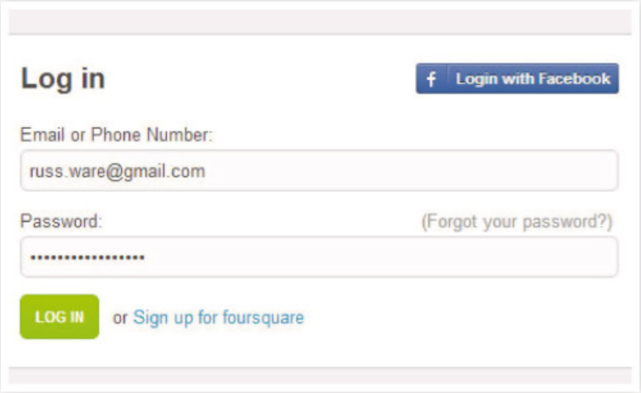
Enter your password

Forgot password?

Next

The Longer, the Better

› Short passwords are much easier to crack than long ones, so be sure to avoid anything less than eight characters and, if possible, go for something ten characters long at least. There are 4000 times more possible combinations of ten letters and numbers, than there are for eight letters and numbers. Most good websites require at least eight character passwords nowadays.



Log in

Login with Facebook

Email or Phone Number:

russ.ware@gmail.com

Password:

(Forgot your password?)

•••••••••••••••••

LOG IN

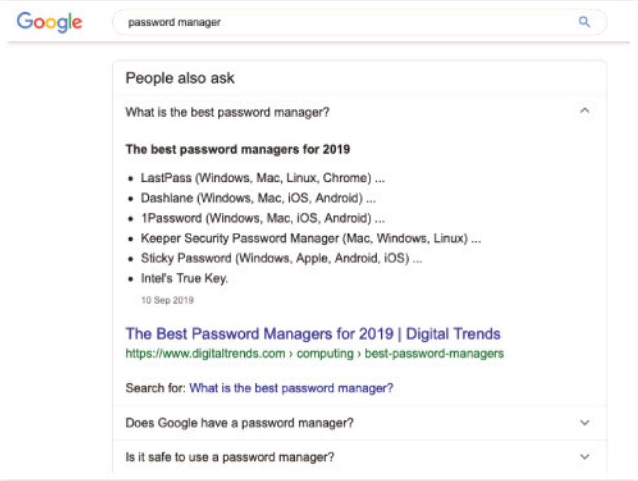
or Sign up for foursquare

Mix it Up

❱ Once you start adding in symbols and mixed case letters, along with numbers, into your passwords, the possible variations rise to over six quadrillion (for an eight character password). The password A1z7yDbP is many thousands of times more secure than a1z7ydbp.

Use a Password Manager

❱ For most people, keeping a written list of their passwords is perfectly okay as long as you make sure that it is not left in plain sight on your desk, etc. Even keeping a text document on your computer with your passwords listed is not usually a risk. Just don't call the file 'Passwords' and leave in on the desktop. A much safer way, however, is to use a good Password Manager. These simple bits of software let you store your passwords in a locked file on your computer. Just as long as you have a very good password to get into the manager, your other passwords will be safe. You then only need to remember one password, instead of 10 or 20.



People also ask

What is the best password manager?

The best password managers for 2019

- LastPass (Windows, Mac, Linux, Chrome) ...
- Dashlane (Windows, Mac, iOS, Android) ...
- 1Password (Windows, Mac, iOS, Android) ...
- Keeper Security Password Manager (Mac, Windows, Linux) ...
- Sticky Password (Windows, Apple, Android, iOS) ...
- Intel's True Key.

10 Sep 2019

The Best Password Managers for 2019 | Digital Trends
https://www.digitaltrends.com › computing › best-password-managers

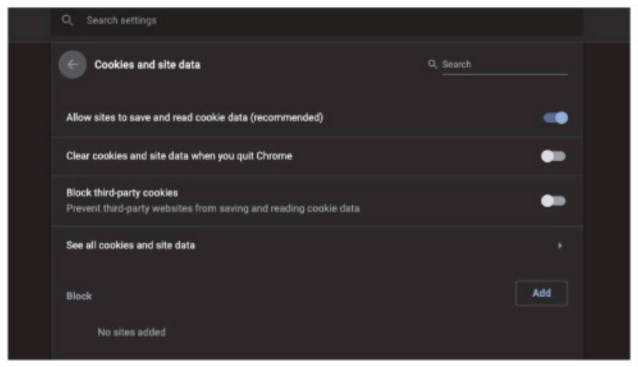
Search for: What is the best password manager?

Does Google have a password manager?

Is it safe to use a password manager?

Enable/Disable Cookies in Chrome

❱ To disable cookies in Chrome web browser, click the Three dots icon or Menu button in the top right corner of the browser window. Select Settings, scroll to the bottom and click Advanced settings. Now click Site settings, in the Privacy section, and then Cookies.



Cookies and site data

Allow sites to save and read cookie data (recommended)

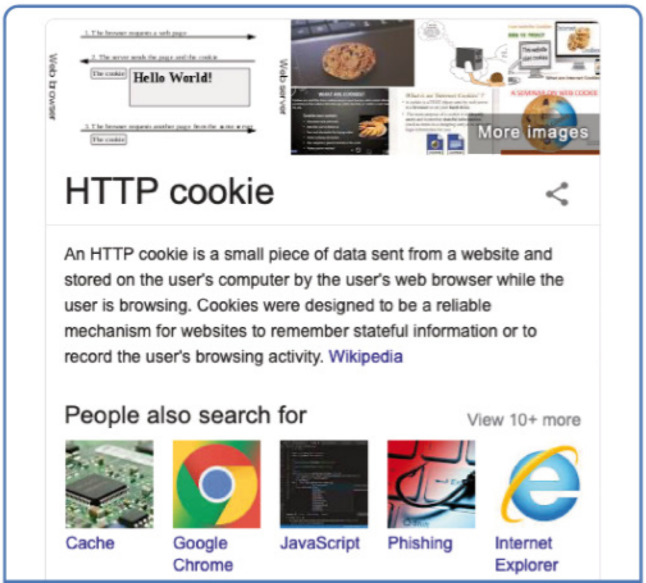
Clear cookies and site data when you quit Chrome

Block third-party cookies
Prevent third-party websites from saving and reading cookie data

See all cookies and site data

Block

No sites added



HTTP cookie

An HTTP cookie is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. Cookies were designed to be a reliable mechanism for websites to remember stateful information or to record the user's browsing activity. Wikipedia

People also search for — View 10+ more

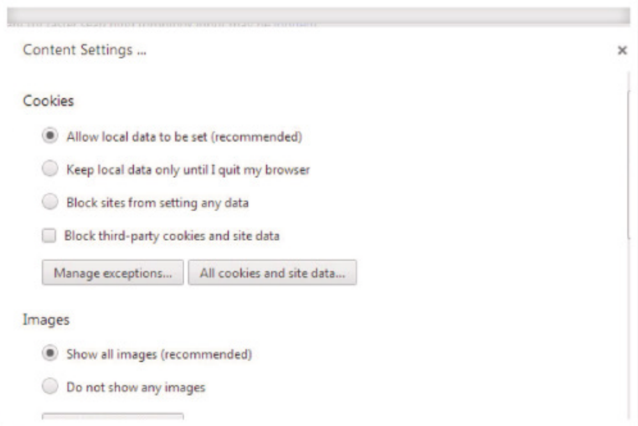
Cache | Google Chrome | JavaScript | Phishing | Internet Explorer

What are Cookies?

Cookies (or HTML Cookies) are small files used by websites to recognise individual users (or rather, recognise their computer). When you visit a website, a cookie is stored in a temporary folder on your computer. When you next visit that site, the cookie will be checked for. Different sites use cookies to store different information but a good example is information in a form being automatically filled when visiting a site you have used recently to order something.

Almost all modern browsers, including Internet Explorer, Chrome and Safari, allow you to block cookies from being downloaded. However, it is worth remembering that many websites now need cookies to work properly, and so blocking them could mean your browsing experience is a frustrating one. Cookies are nothing to be afraid of, they are simply used to make the Internet work better.

❱ Select Allow local data to be set to allow both first-party and third-party cookies. If you only want to accept first-party cookies, check the box next to "Block all third-party cookies without exception."



Content Settings ...

Cookies

● Allow local data to be set (recommended)

○ Keep local data only until I quit my browser

○ Block sites from setting any data

☐ Block third-party cookies and site data

Images

● Show all images (recommended)

○ Do not show any images

Cyber Bullying

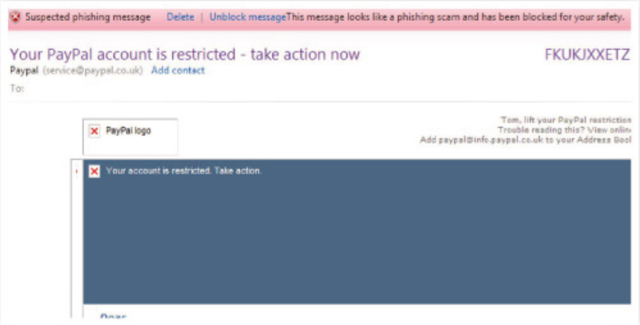
Sadly, bullying isn't confined to the playground or classroom any more. Cyber bullying is when a child, or even an adult, is bullied via text message, email, social networks or other online means.

The best way to deal with a cyber bully on a social network is to simply block that person, or not accept the friend request of someone who bullies you in real life. Although it may be tempting to reply to rude or abusive comments, etc. it is usually better to just ignore the person. In some cases, bullies have created fake accounts on social networks, pretending to be their victim. If you discover someone has created an account pretending to be you, report it immediately to the network's administrators. There is usually a Report button on the user profile page.

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and usernames by trickery. Sometimes spammers create fake websites that look like the Facebook login page. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

When someone has been phished, their account will often start automatically sending messages or links to a large number of their friends. These messages or links are often advertisements telling friends to check out videos or products. If you think your friend's account was phished, tell them to change their password and run anti-virus software on their computer.



This message looks like a phishing scam and has been blocked for your safety.

Your PayPal account is restricted - take action now

FKUKJXXETZ

Paypal (service@paypal.co.uk)

To:

Tom, lift your PayPal restriction
Trouble reading this? View onlin
Add paypal@info.paypal.co.uk to your Address Boo

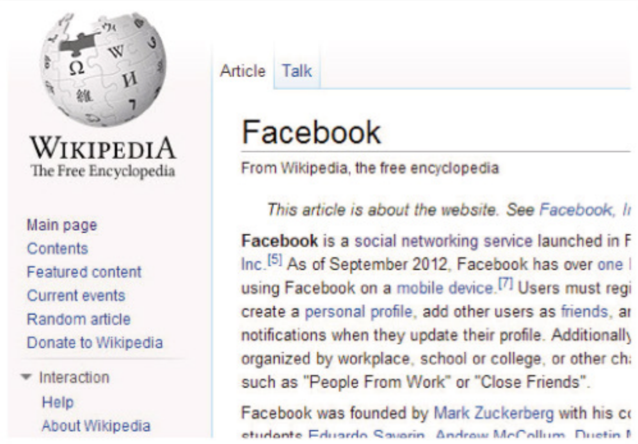
Your account is restricted. Take action.

Social Networks – Advice for Parents

Being parents ourselves, we understand the pressure that many people feel to let their children use the Internet and social networks in particular. Many social networking sites, including Facebook, don't allow children under 13 years of age to have accounts. Unfortunately there is little they can do to stop a child below that age entering false details. Rather than a blanket ban on using the Internet and social networks, and potentially have your child visit them behind your back, perhaps a better way to keep your child safe online is to understand the dangers yourself and make sure your children understand them as well.

Do Some Research

❱ Hopefully, if you are reading this, you already want to learn more about social networking and networks. This guide is a great place to start increasing your understanding of what you can do (and therefore what your child can do) on sites such as Facebook, Twitter and Google+. Read as much as you can about the networks your children use and remember that one of the best sources of information is often the children themselves.



Facebook

From Wikipedia, the free encyclopedia

This article is about the website. See Facebook, I

Facebook is a social networking service launched in F Inc.[5] As of September 2012, Facebook has over one using Facebook on a mobile device.[7] Users must regi create a personal profile, add other users as friends, a notifications when they update their profile. Additionall organized by workplace, school or college, or other ch such as "People From Work" or "Close Friends".

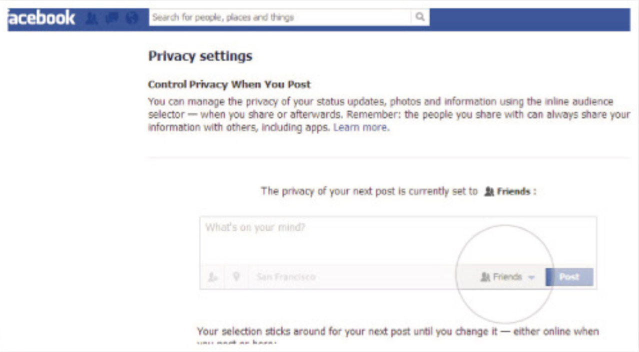
Facebook was founded by Mark Zuckerberg with his c students Eduardo Saverin, Andrew McCollum, Dustin

Get Involved

❱ Take the next step and create an account for yourself on the social networks your child uses. This not only helps you to understand how things work and what features could be a potential problem but it also allows you to more easily see what your child is doing on there. You will be far better informed when asking questions about the site, than if you simply read about it.

Privacy Settings

❱ Nearly all the well known social networking sites offer several levels of privacy settings. Ensure your child selects the strongest privacy setting available when they create their account. This will help to make sure that their personal information is only seen by people they want to share it with. Be aware, however, that some sites are totally open to the public.



Privacy settings

Control Privacy When You Post

You can manage the privacy of your status updates, photos and information using the inline audience selector — when you share or afterwards. Remember: the people you share with can always share your information with others, including apps. Learn more.

The privacy of your next post is currently set to **Friends** :

Your selection sticks around for your next post until you change it — either online when

Internet Safety Tips

- Make sure that your child doesn't publish personal information like their location, email address, phone number or date of birth.

- Make sure they are very careful about what images and messages they post, even among trusted friends: once they are online they can be shared widely and are extremely difficult to get removed.

facebook
Email or Phone
Password
Log In
Forgotten account?

Facebook helps you connect and share with the people in your life.

Create an account

It's free and always will be.

First name
Surname
Mobile number or email address
New password
Birthday
1
May
1994
○ Female
○ Male
Sign Up

- Encourage your child to talk to you if they come across anything they find offensive or upsetting. Keep a record of anything abusive or offensive they've received and report any trouble to the site management: most sites have a simple reporting procedure, normally activated by clicking on a link on the page.

- If your child makes an online friend and wants to meet up with them in real life, you should go along with them to check the person is who they say they are.

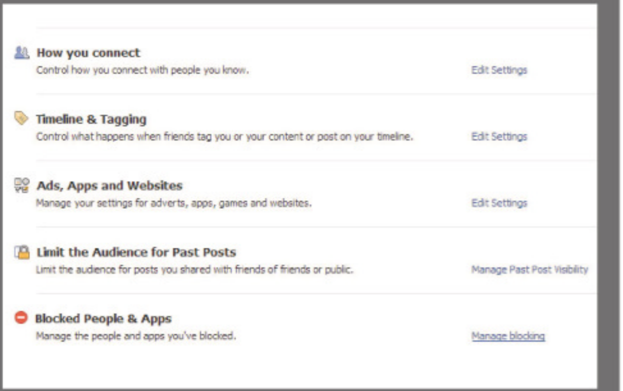
- Tell them to be aware of online scams. Offers which seem too good to be true usually are. Make them aware also that clicking links they are unsure about can be unwise.

Blocking People on Facebook

There may be a time when you want to block another Facebook user. There are several reasons why you might want to do this, from unwanted messages and rude status updates, to phishing attempts or spam.

Step 1

❱ Click on the account menu at the top of your profile and select Privacy Settings. Scroll down to Blocked People and Apps and click Manage Blocking.



How you connect
Control how you connect with people you know. — Edit Settings

Timeline & Tagging
Control what happens when friends tag you or your content or post on your timeline. — Edit Settings

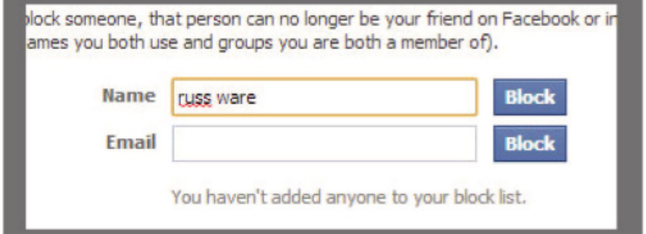
Ads, Apps and Websites
Manage your settings for adverts, apps, games and websites. — Edit Settings

Limit the Audience for Past Posts
Limit the audience for posts you shared with friends of friends or public. — Manage Past Post Visibility

Blocked People & Apps
Manage the people and apps you've blocked. — Manage blocking

Step 2

❱ Enter the name or email address of the person you want to block and click Block. People will not be notified when you block them.



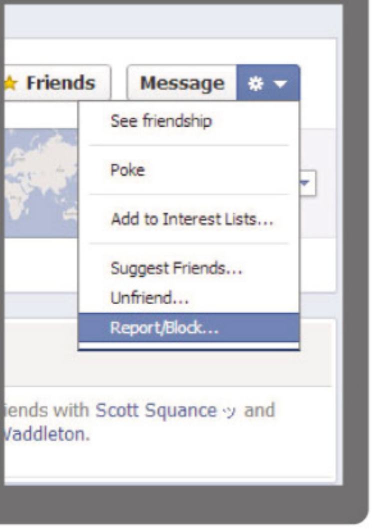
lock someone, that person can no longer be your friend on Facebook or i
ames you both use and groups you are both a member of).

Name: russ ware — Block
Email: — Block

You haven't added anyone to your block list.

Step 3

❱ If you can't find someone using this method, try going to the person's profile (timeline) and selecting Report/Block This Person from the drop-down menu at the top of the page.



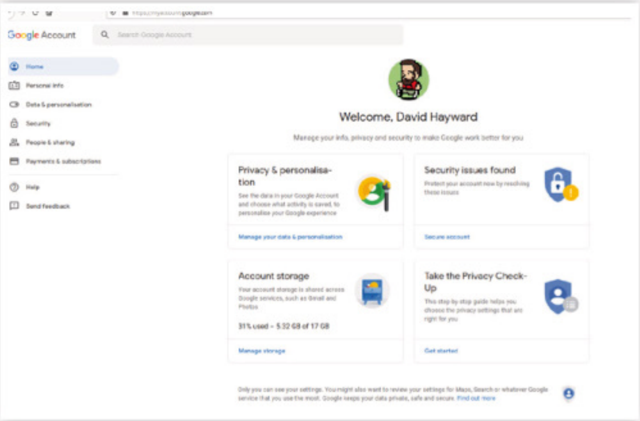
iends with Scott Squance and
Vaddleton.

Protecting Your Privacy on Google

Online privacy is an extremely important issue when it comes to using your Google apps. Google has included a comprehensive privacy tool to help you take control of, and monitor, how the company uses your information. This guide will reinforce your privacy rules when using Google.

Step 1

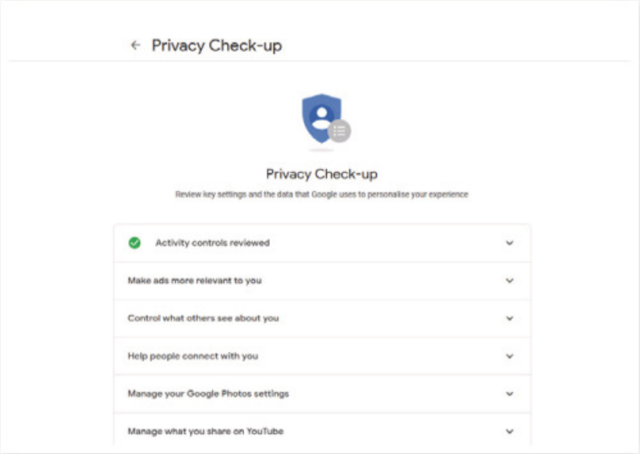
› Start by opening your main Google Accounts page, this can be accessed by entering https://myaccount.google.com into a browser. From the main account home page, you're able to check on the current levels of privacy, your information and security.


Google Account
Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback
Privacy & personalisation
Security issues found
Account storage
31% used - 5.32 GB of 17 GB
Take the Privacy Check-Up

Welcome, David Hayward

Step 2

› The Take the Privacy Check-Up box, located in the lower right of the four available boxes, is a good place to start. Simply click on the Get Started link, at the bottom of the box, to initiate a step-by-step guide on helping you choose the right privacy settings.


← Privacy Check-up

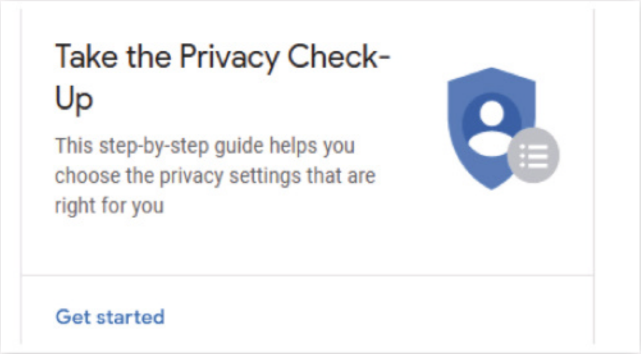
Privacy Check-up

Review key settings and the data that Google uses to personalise your experience

Activity controls reviewed
Make ads more relevant to you
Control what others see about you
Help people connect with you
Manage your Google Photos settings
Manage what you share on YouTube

Step 3

› The Privacy Check-Up section is broken down into several sub-categories, offering you the chance to review the key settings that determine how Google controls its activity toward you, what ads are displayed, how others will connect to you, what Google Photo settings are available and what you share on YouTube. Click the YouTube category, for example.



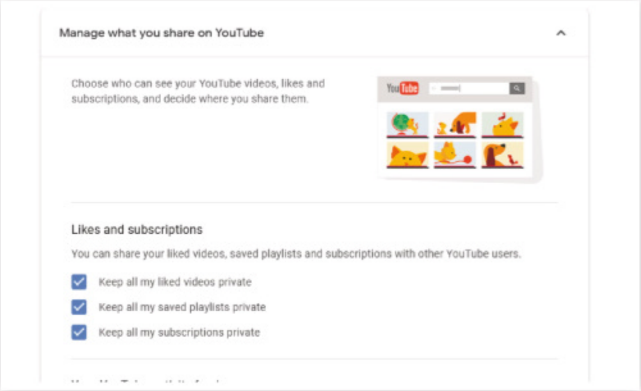
Take the Privacy Check-Up

This step-by-step guide helps you choose the privacy settings that are right for you

Get started

Step 4

› The category options are displayed as tick boxes, so, using the YouTube category as the example, you're able to control how your YouTube video likes, saved playlists and subscriptions remain private, or are available for others to view when they click on your YouTube/Google account. Read each element of the categories carefully to enhance or lower your online privacy.



Manage what you share on YouTube

Choose who can see your YouTube videos, likes and subscriptions, and decide where you share them.

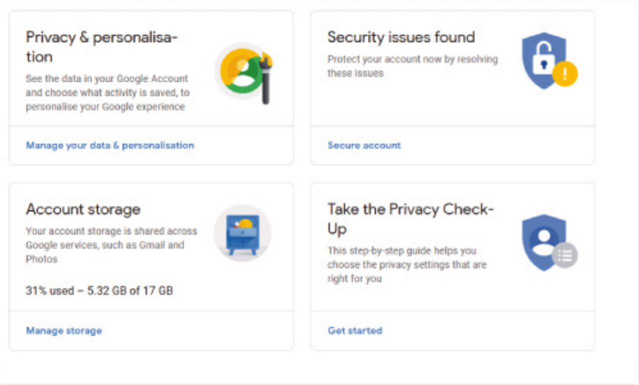
Likes and subscriptions

You can share your liked videos, saved playlists and subscriptions with other YouTube users.

☑ Keep all my liked videos private
☑ Keep all my saved playlists private
☑ Keep all my subscriptions private

Step 5

Going back to the main Google Account home page, by first clicking the back arrow and then Home on the left column, take a moment to look through the other options available. Check on the Privacy & Personalisation box; click the Manage your Data & Personalisation link in the bottom of the box.



Privacy & personalisation

See the data in your Google Account and choose what activity is saved, to personalise your Google experience

Security issues found

Protect your account now by resolving these issues

Account storage

Your account storage is shared across Google services, such as Gmail and Photos

31% used – 5.32 GB of 17 GB

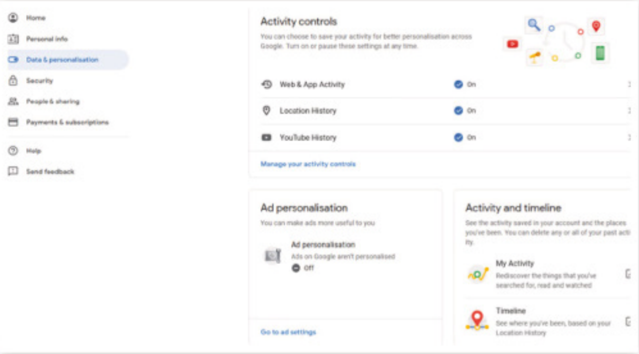
Take the Privacy Check-Up

This step-by-step guide helps you choose the privacy settings that are right for you

Manage your data & personalisation
Secure account
Manage storage
Get started

Step 6

The Data & Personalisation category is quite expansive and covers a lot of the content that transpires between you and Google's many services and apps. Each area within this category can be expanded further, such as Web & App Activity, Location History and so on. It's important to take the time to trawl through these sections to fine-tune your privacy settings.



Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback

Activity controls

You can choose to save your activity for better personalisation across Google. Turn on or pause these settings at any time.

Web & App Activity: On

Location History: On

YouTube History: On

Manage your activity controls

Ad personalisation

You can make ads more useful to you

Ad personalisation: Ads on Google aren't personalised — Off

Go to ad settings

Activity and timeline

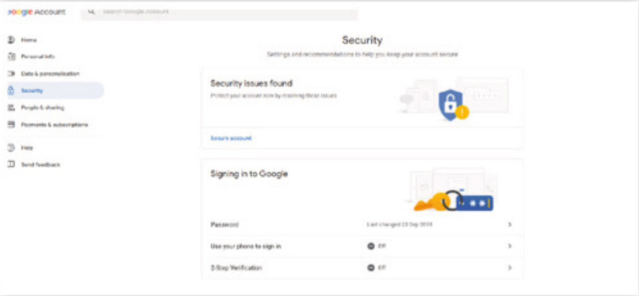
See the activity saved in your account and the places you've been. You can delete any or all of your past activity.

My Activity: Rediscover the things that you've searched for, read and watched

Timeline: See where you've been, based on your Location History

Step 7

To the left you'll see the quick access column, where you're able to navigate back to the Account Home page; click on the Security link. This will open the Security page where, in the event of someone gaining access to your Google password, you're able to lock down your account. Here you can opt for 2-Step Verification, create an Account recovery option and protect your account and its privacy.



Google Account
Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback

Security

Security issues found

Secure account

Signing in to Google

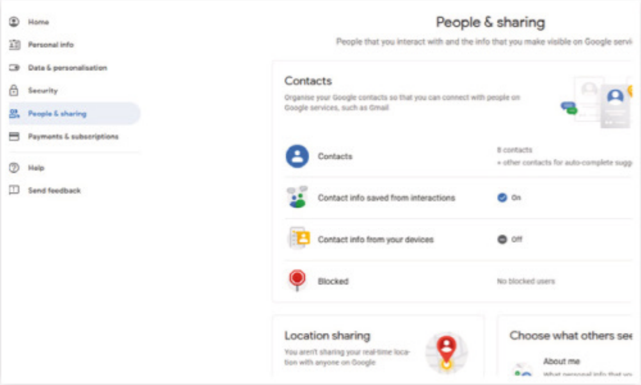
Password

Use your phone to sign in: Off

2-Step Verification: Off

Step 8

The People & Sharing option, found via the left-hand column again, is also worth investigating. In here, you're able to define your contacts, block any users and, most importantly, manage your location sharing, as well as choose what personal information about you is visible to others across the Google services.



Home
Personal info
Data & personalisation
Security
People & sharing
Payments & subscriptions
Help
Send feedback

People & sharing

People that you interact with and the info that you make visible on Google servi

Contacts

Organise your Google contacts so that you can connect with people on Google services, such as Gmail

Contacts: 8 contacts + other contacts for auto-complete sugg

Contact info saved from interactions: On

Contact info from your devices: Off

Blocked: No blocked users

Location sharing

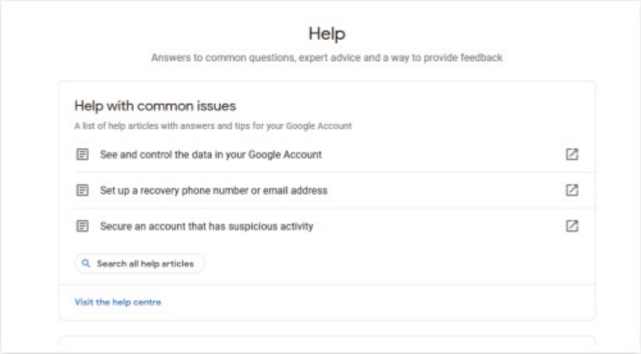
You aren't sharing your real-time location with anyone on Google

Choose what others see

About me

Step 9

When dealing with your privacy via Google's apps and services there's a lot to take in, which isn't surprising considering the reach Google has across the Internet as a whole. If you ever become confused over any questions, or simply don't know where to turn next, the Help option will walk you through common issues and offer guided steps on how to proceed.



Help

Answers to common questions, expert advice and a way to provide feedback

Help with common issues

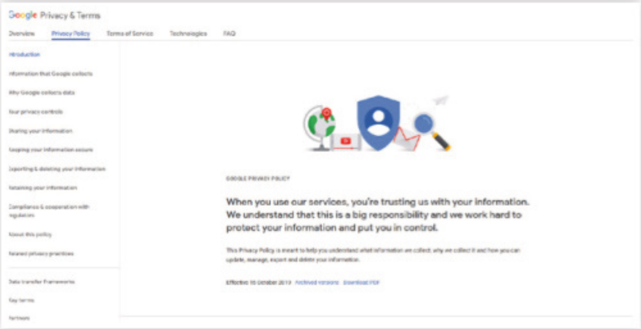
A list of help articles with answers and tips for your Google Account

- See and control the data in your Google Account
- Set up a recovery phone number or email address
- Secure an account that has suspicious activity

Search all help articles
Visit the help centre

Step 10

One final aspect of privacy that's worth looking up is the Google Privacy & Terms. These are in a constant state of flux and will change depending on the laws of the country in which you're currently resident. Navigate to https://policies.google.com/privacy, to view the latest Google Privacy Policy and see how it affects you.



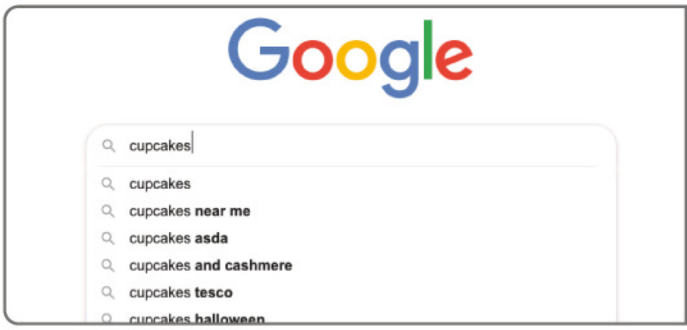
Google Privacy & Terms
Overview
Privacy Policy
Terms of Service
Technologies
FAQ
Introduction

GOOGLE PRIVACY POLICY

When you use our services, you're trusting us with your information. We understand that this is a big responsibility and we work hard to protect your information and put you in control.

Improving Your Google Searches

Google has the ability to search through billions of pages to supply you with the most relevant results for any search you desire. Google has different versions for different countries and, while they all work in basically the same way, by using the version for your home country you can be sure of both local and international results.



cupcakes

cupcakes
cupcakes **near me**
cupcakes **asda**
cupcakes **and cashmere**
cupcakes **tesco**
cupcakes **halloween**

Google Search

Searching with Google is easy! You simply enter your search term, e.g. "cupcake recipes", on the Google page for your country and click the search button. Google will then display the results of the search in order of relevance. There are, however, several ways to refine and target your search for even better results.

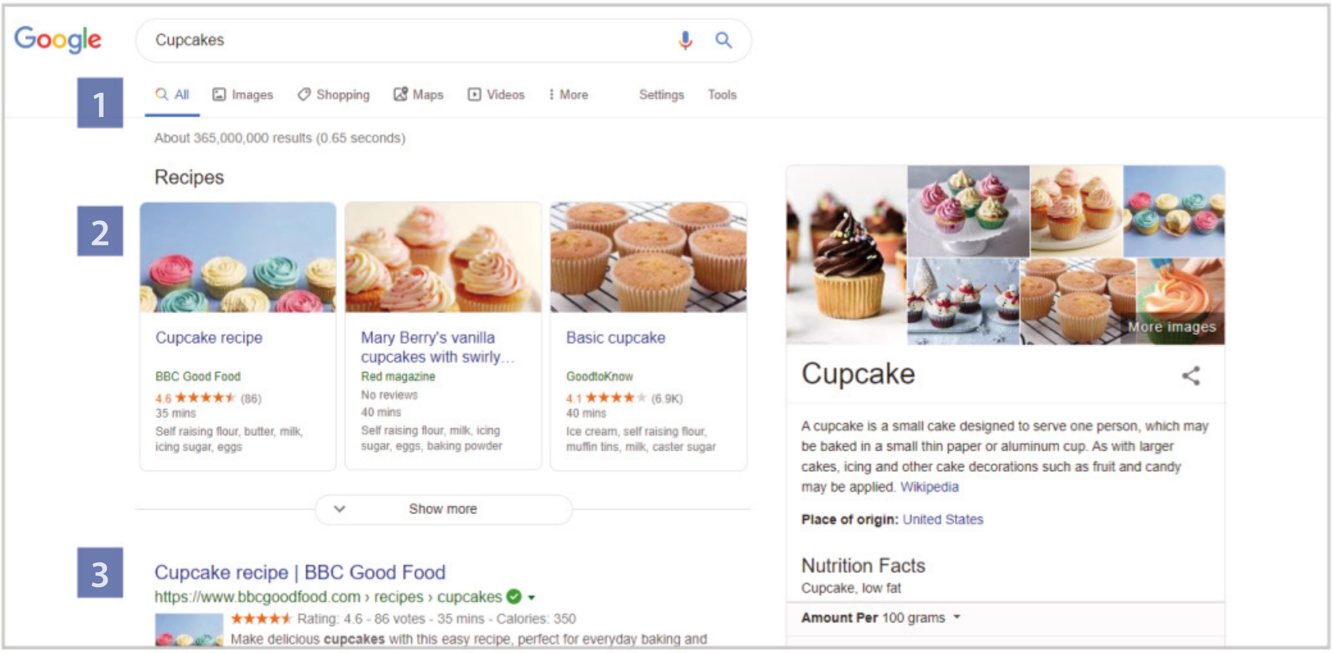
Understanding Google Search Results

When you perform a search on Google the results are split into two categories: Paid and Organic results. Paid results can be thought of more like adverts, with their position on the results page determined by how much the advertiser has paid. The organic results are those which are most relevant, respected or popular for your search term.

1 Search Options

2 Paid Results

3 Organic Results



Cupcakes

About 365,000,000 results (0.65 seconds)

Recipes

Cupcake recipe
BBC Good Food
4.6 ★★★★★ (86)
35 mins
Self raising flour, butter, milk, icing sugar, eggs

Mary Berry's vanilla cupcakes with swirly…
Red magazine
No reviews
40 mins
Self raising flour, milk, icing sugar, eggs, baking powder

Basic cupcake
GoodtoKnow
4.1 ★★★★★ (6.9K)
40 mins
Ice cream, self raising flour, muffin tins, milk, caster sugar

Cupcake recipe | BBC Good Food
https://www.bbcgoodfood.com › recipes › cupcakes
★★★★★ Rating: 4.6 - 86 votes - 35 mins - Calories: 350
Make delicious **cupcakes** with this easy recipe, perfect for everyday baking and

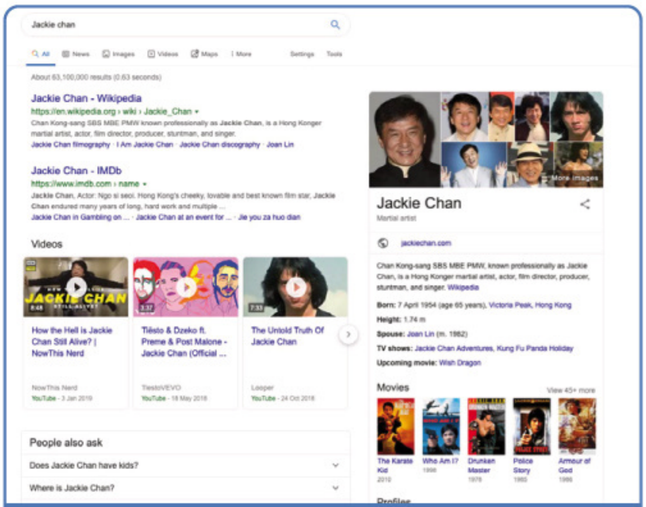
Cupcake

A cupcake is a small cake designed to serve one person, which may be baked in a small thin paper or aluminum cup. As with larger cakes, icing and other cake decorations such as fruit and candy may be applied. Wikipedia

Place of origin: United States

Nutrition Facts
Cupcake, low fat

Amount Per 100 grams



Jackie chan

About 63,100,000 results (0.63 seconds)

Jackie Chan - Wikipedia
https://en.wikipedia.org › wiki › Jackie_Chan
Chan Kong-sang SBS MBE PMW known professionally as Jackie Chan, is a Hong Konger martial artist, actor, film director, producer, stuntman, and singer.

Jackie Chan - IMDb
https://www.imdb.com › name
Jackie Chan, Actor: Ngo si seoi. Hong Kong's cheeky, lovable and best known film star, Jackie Chan endured many years of long, hard work and multiple ...

Jackie Chan
Martial artist

jackiechan.com

Chan Kong-sang SBS MBE PMW, known professionally as Jackie Chan, is a Hong Konger martial artist, actor, film director, producer, stuntman, and singer. Wikipedia

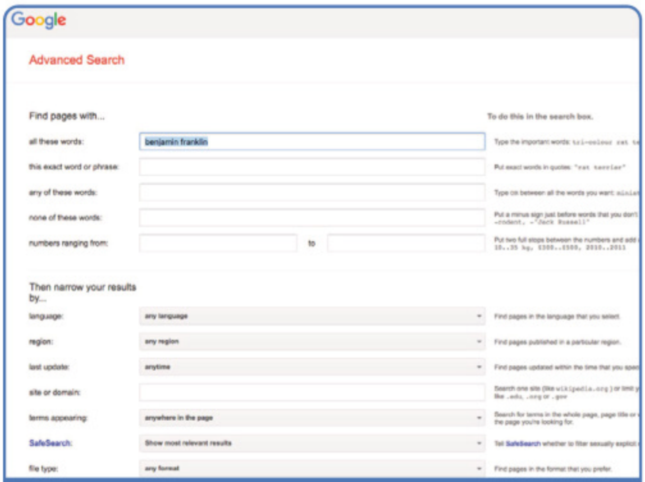
Born: 7 April 1954 (age 65 years), Victoria Peak, Hong Kong
Height: 1.74 m
Spouse: Joan Lin (m. 1982)
TV shows: Jackie Chan Adventures, Kung Fu Panda Holiday
Upcoming movie: Wish Dragon

People also ask
Does Jackie Chan have kids?
Where is Jackie Chan?

All
News
Images
Videos
Maps
More
Settings
Tools
Jackie Chan filmography · I Am Jackie Chan · Jackie Chan discography · Joan Lin
Jackie Chan in Gambling on ... · Jackie Chan at an event for ... · Jie you za huo dian
Videos
How the Hell is Jackie Chan Still Alive? | NowThis Nerd
Tiësto & Dzeko ft. Preme & Post Malone - Jackie Chan (Official ...
The Untold Truth Of Jackie Chan
NowThis Nerd
YouTube - 3 Jan 2019
TiestoVEVO
YouTube - 18 May 2018
Looper
YouTube - 24 Oct 2018
More images
Movies
View 45+ more
The Karate Kid
2010
Who Am I?
1998
Drunken Master
1978
Police Story
1985
Armour of God
1986
Profiles

The Knowledge Graph

Certain search terms (people, places or animals, for example) will activate the Google Knowledge Graph. This boxout, shown on the left of the standard search results, highlights facts, photos and other snippets of information about your search. Use this section to find quick information and facts about the subject or to start exploring related subjects. Knowledge Graph results are gathered from a variety of sources, including Wikipedia, World Bank, Freebase and Weather Underground, to name but a few.



Advanced Search

Find pages with...
all these words: benjamin franklin
this exact word or phrase:
any of these words:
none of these words:
numbers ranging from: to

Then narrow your results by...
language: any language
region: any region
last update: anytime
site or domain:
terms appearing: anywhere in the page
SafeSearch: Show most relevant results
file type: any format

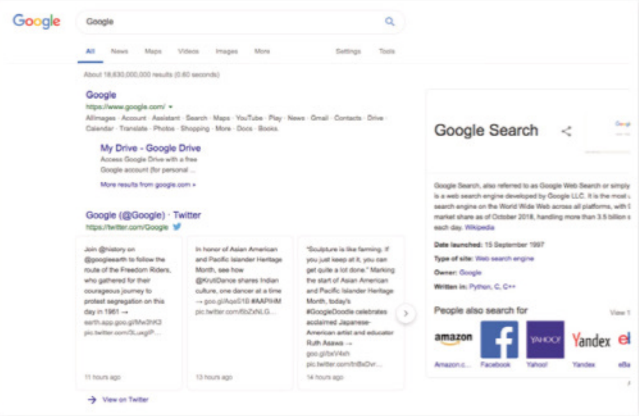
To do this in the search box.
Type the important words: tri-colour rat te
Put exact words in quotes: "rat terrier"
Put a minus sign just before words that you don't: -rodent, -"Jack Russell"
Put two full stops between the numbers and add: 10..35 kg, $300..$500, 2010..2011
Find pages in the language that you select.
Find pages published in a particular region.
Find pages updated within the time that you spe
Search one site (like wikipedia.org) or limit y like .edu, .org or .gov
Search for terms in the whole page, page title or the page you're looking for.
Tell SafeSearch whether to filter sexually explicit
Find pages in the format that you prefer.

Advanced Search

After searching, while on the results page, notice the Settings link under the search bar. Clicking this allows you to select Advanced Search from the dropdown menu. On the advanced search screen you can refine your search even further so that the results only show pages which feature all the words in your search term, or by country and language. Once you have selected your advanced search options, scroll to the bottom of the page and click the blue Advanced Search button.

Searching Images and Videos

As well as being able to search for text in web pages, you can also search for images and videos amongst other things.



Google

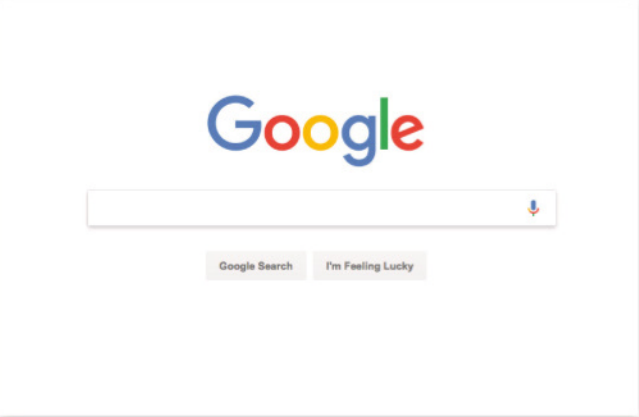
Google
https://www.google.com/
My Drive - Google Drive
Google (@Google) · Twitter
https://twitter.com/Google

Google Search

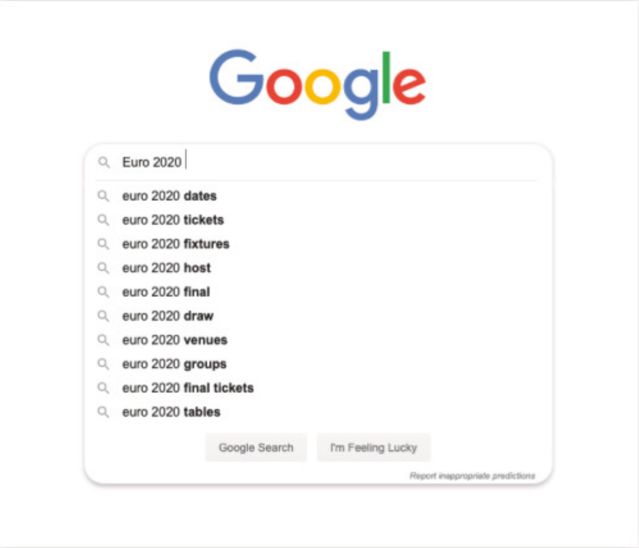
All
News
Maps
Videos
Images
More
Settings
Tools
View on Twitter
People also search for
Amazon
Facebook
Yahoo!
Yandex

Step 1

› Open the Google search page for your country in your Internet browser. To perform a standard search, type your search term in the box and click Google Search.



Google
Google Search
I'm Feeling Lucky



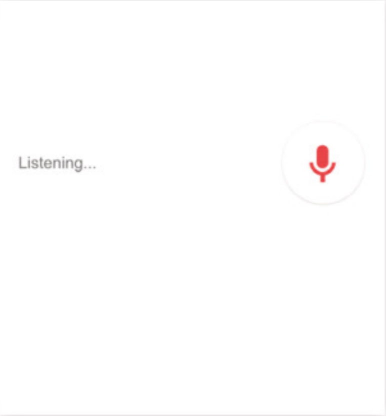
Euro 2020
euro 2020 dates
euro 2020 tickets
euro 2020 fixtures
euro 2020 host
euro 2020 final
euro 2020 draw
euro 2020 venues
euro 2020 groups
euro 2020 final tickets
euro 2020 tables

Google
Google Search
I'm Feeling Lucky
Report inappropriate predictions

Searching Images and Videos cont.

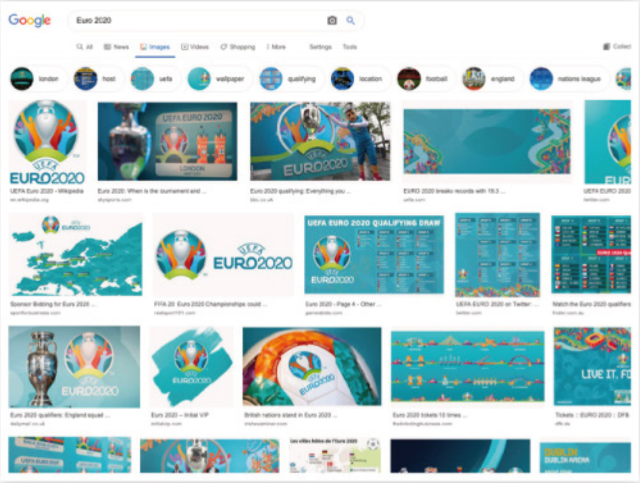
Step 2

To perform a Voice search, using dictation, click the Microphone icon on the right side of the Search bar and then simply say the subject you wish to search for on this screen, your speech will appear on screen and the search will start.



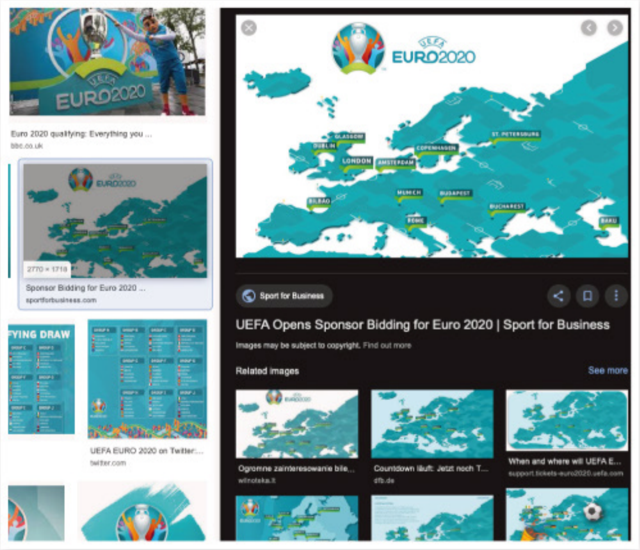
Step 3

The results will now be displayed on screen. At the top of the results page there are several links including Maps, News and Images. Click on the Images link.


Google
Euro 2020
All
News
Images
Videos
Shopping
More
Settings
Tools
london
host
uefa
wallpaper
qualifying
location
football
england
nations league

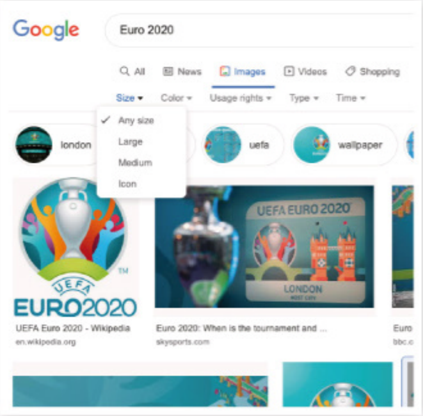
Step 4

Image results for the original search term will now be displayed. Move the mouse over any of the images to see a short description, image dimensions and other image details.


Euro 2020 qualifying: Everything you ...
bbc.co.uk
2770 × 1719
Sponsor Bidding for Euro 2020 ...
sportforbusiness.com
UEFA EURO 2020 on Twitter: ...
twitter.com
Sport for Business
UEFA Opens Sponsor Bidding for Euro 2020 | Sport for Business
Images may be subject to copyright. Find out more
Related images
See more
Ogromne zainteresowanie bile...
Countdown läuft: Jetzt noch T...
When and where will UEFA E...

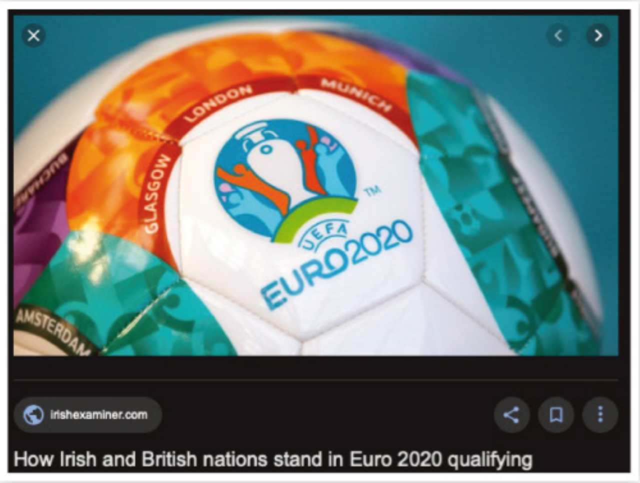
Step 5

Alongside the search links (Web, Images, etc.) you will see a link for Search Tools. Clicking this will allow you to further refine your search by image size, date it was uploaded and image type.


Google
Euro 2020
All
News
Images
Videos
Shopping
Size
Color
Usage rights
Type
Time
Any size
Large
Medium
Icon
london
uefa
wallpaper
UEFA Euro 2020 - Wikipedia
en.wikipedia.org
Euro 2020: When is the tournament and ...
skysports.com

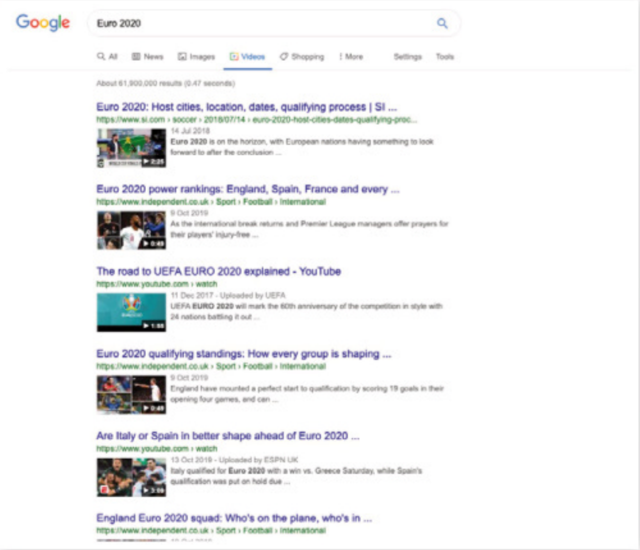
Step 6

Clicking on the image will open it at a larger size and also display a link that will allow you to open the web page where the image was found. Click the image again to close the preview.


irishexaminer.com
How Irish and British nations stand in Euro 2020 qualifying

Step 7

To search for videos instead of images, click the More link and then select Videos from the menu that drops down. Videos have their own search tools, including duration and quality.


Google
All
News
Images
Videos
Shopping
More
Settings
Tools

Euro 2020

About 61,900,000 results (0.47 seconds)

Euro 2020: Host cities, location, dates, qualifying process | SI ...
https://www.si.com › soccer › 2018/07/14 › euro-2020-host-cities-dates-qualifying-proc...
14 Jul 2018
Euro 2020 is on the horizon, with European nations having something to look forward to after the conclusion ...

Euro 2020 power rankings: England, Spain, France and every ...
https://www.independent.co.uk › Sport › Football › International
9 Oct 2019
As the international break returns and Premier League managers offer prayers for their players' injury-free ...

The road to UEFA EURO 2020 explained - YouTube
https://www.youtube.com › watch
11 Dec 2017 - Uploaded by UEFA
UEFA **EURO 2020** will mark the 60th anniversary of the competition in style with 24 nations battling it out ...

Euro 2020 qualifying standings: How every group is shaping ...
https://www.independent.co.uk › Sport › Football › International
9 Oct 2019
England have mounted a perfect start to qualification by scoring 19 goals in their opening four games, and can ...

Are Italy or Spain in better shape ahead of Euro 2020 ...
https://www.youtube.com › watch
13 Oct 2019 - Uploaded by ESPN UK
Italy qualified for **Euro 2020** with a win vs. Greece Saturday, while Spain's qualification was put on hold due ...

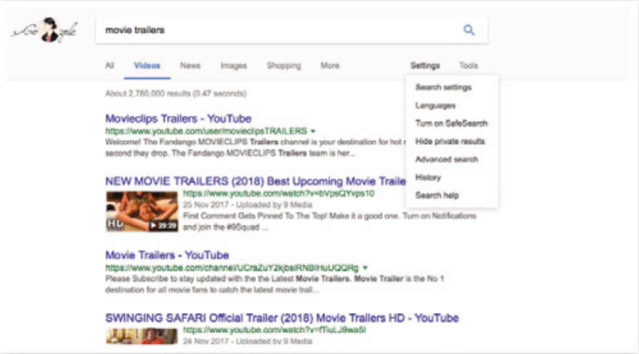
England Euro 2020 squad: Who's on the plane, who's in ...
https://www.independent.co.uk › Sport › Football › International

Safe Search

Google features a Safe Search option which allows you to select the age rating of the search results. This applies to web search results, as well as images, videos and books and can help to remove sexually explicit content. No filter is 100 per cent accurate, but Safe Search should help you avoid most of this type of material.

Step 1

❱ Perform a search and check the results. If there are websites listed that you think are inappropriate, click the Setting link in the top right beneath the search bar and select Search Settings.


movie trailers
All
Videos
News
Images
Shopping
More
Settings
Tools
Search settings
Languages
Turn on SafeSearch
Hide private results
Advanced search
History
Search help

About 2,780,000 results (0.47 seconds)

Movieclips Trailers - YouTube
https://www.youtube.com/user/movieclipsTRAILERS ▾
Welcome! The Fandango MOVIECLIPS **Trailers** channel is your destination for hot r
second they drop. The Fandango MOVIECLIPS **Trailers** team is her...

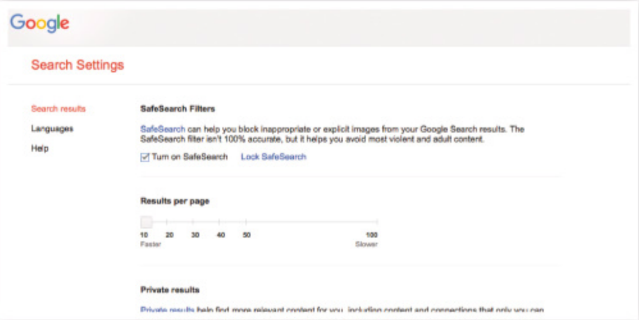
NEW MOVIE TRAILERS (2018) Best Upcoming Movie Traile
https://www.youtube.com/watch?v=bVpsQYvps10
25 Nov 2017 - Uploaded by 9 Media
First Comment Gets Pinned To The Top! Make it a good one. Turn on Notifications and join the #9Squad ...

Movie Trailers - YouTube
https://www.youtube.com/channel/UCraZuY2kjbsiRNBIHuUQQRg ▾
Please Subscribe to stay updated with the the Latest **Movie Trailers**. **Movie Trailer** is the No 1 destination for all movie fans to catch the latest movie trail...

SWINGING SAFARI Official Trailer (2018) Movie Trailers HD - YouTube
https://www.youtube.com/watch?v=fTiuLJ9wa5I
24 Nov 2017 - Uploaded by 9 Media

Step 2

❱ At the top of the search settings screen you should see a Safe Search on/off link. Click the turn on Safe Search link to activate it. You can lock Safe Search on by selecting this option too.


Google
Search Settings
Search results
Languages
Help

SafeSearch Filters

SafeSearch can help you block inappropriate or explicit images from your Google Search results. The SafeSearch filter isn't 100% accurate, but it helps you avoid most violent and adult content.

☑ Turn on SafeSearch   Lock SafeSearch

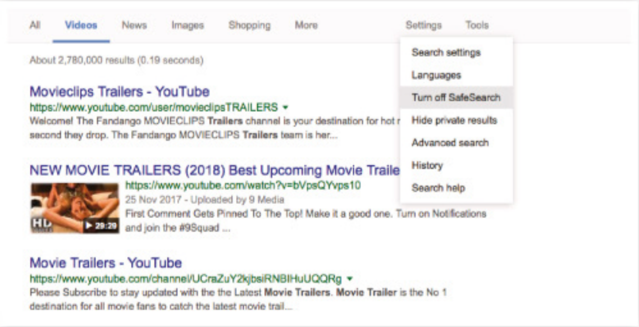
Results per page

10
20
30
40
50
100
Faster
Slower

Private results

Step 3

❱ If you want the page to display all results, regardless of content, DO NOT activate Safe Search. If you have changed your mind you can deactivate via the Settings link at the top of the page.


All
Videos
News
Images
Shopping
More
Settings
Tools
Search settings
Languages
Turn off SafeSearch
Hide private results
Advanced search
History
Search help

About 2,780,000 results (0.19 seconds)

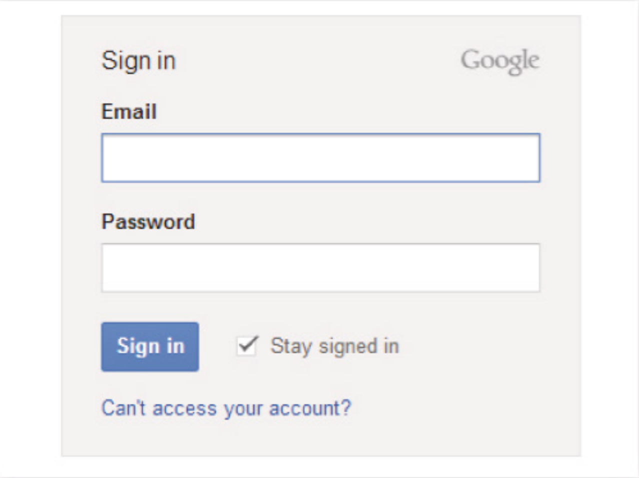
Movieclips Trailers - YouTube
https://www.youtube.com/user/movieclipsTRAILERS ▾
Welcome! The Fandango MOVIECLIPS **Trailers** channel is your destination for hot r
second they drop. The Fandango MOVIECLIPS **Trailers** team is her...

NEW MOVIE TRAILERS (2018) Best Upcoming Movie Traile
https://www.youtube.com/watch?v=bVpsQYvps10
25 Nov 2017 - Uploaded by 9 Media
First Comment Gets Pinned To The Top! Make it a good one. Turn on Notifications and join the #9Squad ...

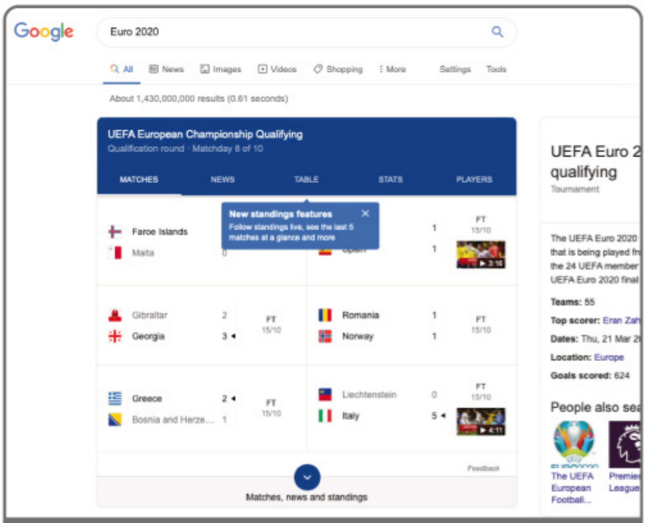
Movie Trailers - YouTube
https://www.youtube.com/channel/UCraZuY2kjbsiRNBIHuUQQRg ▾
Please Subscribe to stay updated with the the Latest **Movie Trailers**. **Movie Trailer** is the No 1 destination for all movie fans to catch the latest movie trail...

Step 4

❱ Your browser should remember the setting when you next use Google search. If you want to make sure that the safe search setting is not changed, you will have to sign in to a Google account.


Sign in
Google
Email
Password
Sign in
Stay signed in
Can't access your account?

☑ Stay signed in


Google
Euro 2020
All
News
Images
Videos
Shopping
More
Settings
Tools
MATCHES
NEWS
TABLE
STATS
PLAYERS
Feedback
Matches, news and standings
People also sea
The UEFA European Football...
Premie League

About 1,430,000,000 results (0.61 seconds)

UEFA European Championship Qualifying
Qualification round · Matchday 8 of 10

New standings features
Follow standings live, see the last 5 matches at a glance and more

Faroe Islands Malta	 0		1 1	FT 15/10	
Gibraltar Georgia	2 3	FT 15/10	Romania Norway	1 1	FT 15/10
Greece Bosnia and Herze...	2 1	FT 15/10	Liechtenstein Italy	0 5	FT 15/10

UEFA Euro 2
qualifying
Tournament

The UEFA Euro 2020
that is being played fr
the 24 UEFA member
UEFA Euro 2020 final

Teams: 55
Top scorer: Eran Zah
Dates: Thu, 21 Mar 2
Location: Europe
Goals scored: 624

Instant Updates

Based upon your search results, you will receive additional information that is relevant to the subject. For this example we searched for a sports team and results also shows their latest fixtures and results.
Specific search results also contain a downward pointing arrow at the end of the web link, click to show these.

Cached: Google trawls the web and takes snapshots of each page. When you click Cached, you will see the web page as it looked when last indexed by Google. The "Cached" link won't appear for sites that haven't been indexed or for any sites whose owners requested that their content isn't cached.

Similar: Click Similar to see other websites that are related to that result.

Using Specialised Google Search

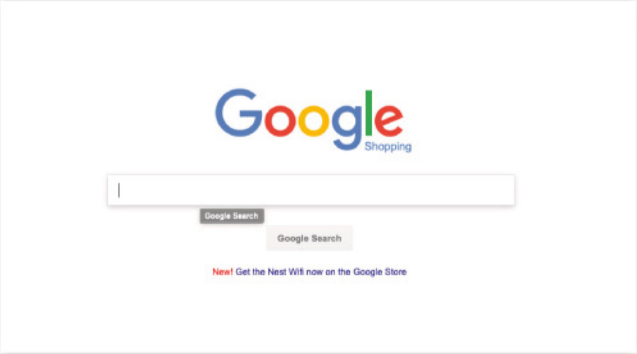
There are several specialised search tools, letting you cut through all the unwanted information and just see results from, for example, blogs, shopping sites or scholarly papers. You can access these search pages at any time from the Chrome browser or Google Home page.

Shopping Search

This feature allows you to search only shopping results for any term you enter into the search box on Google.

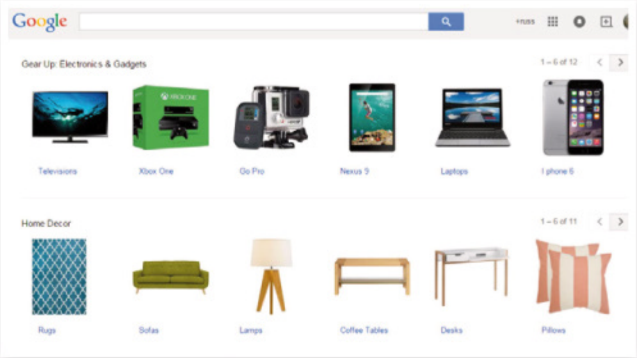
Step 1

› You can open the Shopping search screen by typing www.google.co.uk/shopping into your browser address field. Your browser should automatically detect your location and filter any results to your own currency.


Google
Shopping
Google Search
Google Search
New! Get the Nest Wifi now on the Google Store

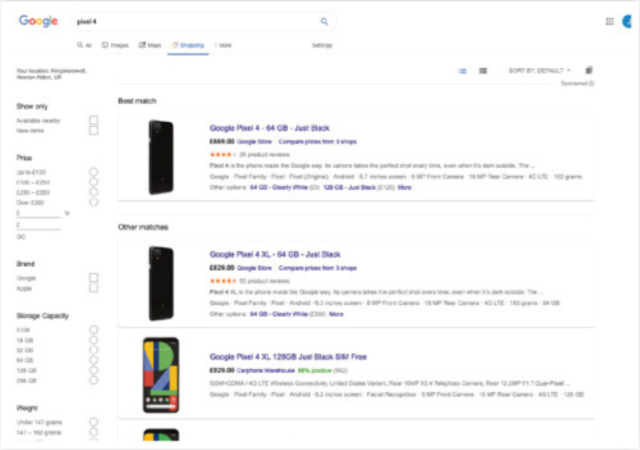
Step 2

› You will see that the shopping search screen is very different from a standard Google search screen, with products shown in sections such as electronics, clothing and even as specific as Nexus 6. What is shown depends on your search history in Google.


Google
+russ
Gear Up: Electronics & Gadgets
1 – 6 of 12
Televisions
Xbox One
Go Pro
Nexus 9
Laptops
I phone 6
Home Decor
1 – 6 of 11
Rugs
Sofas
Lamps
Coffee Tables
Desks
Pillows

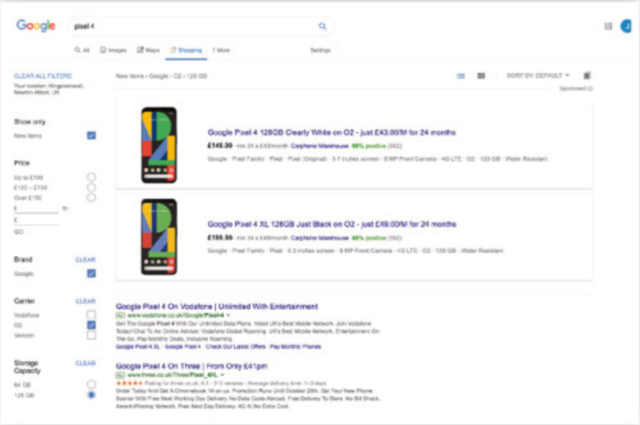
Step 3

› Clicking on one of the product sections will display a list of results for that type of product. Alternatively, you can type a search term into the search field at the top as you would normally in Google.


Google
pixel 4
All
Images
Maps
Shopping
More
Settings
SORT BY: DEFAULT
Show only
Price
Brand
Storage Capacity
Weight
Best match
Google Pixel 4 - 64 GB - Just Black
Other matches
Google Pixel 4 XL - 64 GB - Just Black
Google Pixel 4 XL 128GB Just Black SIM Free

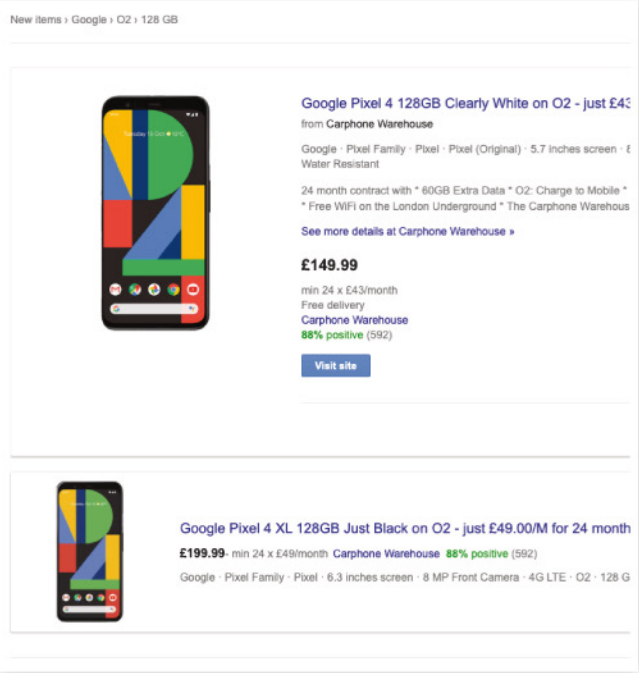
Step 4

› Once the results are shown, you will see that there are several filters down the left-hand side of the screen. These allow you to filter results by specific manufacturer, price, size (depending on the product type) and several others.


Google
pixel 4
All
Images
Maps
Shopping
More
Settings
CLEAR ALL FILTERS
SORT BY: DEFAULT
Show only
Price
Brand
CLEAR
Carrier
CLEAR
Storage Capacity
CLEAR
Google Pixel 4 128GB Clearly White on O2 - just £43.00/M for 24 months
Google Pixel 4 XL 128GB Just Black on O2 - just £49.00/M for 24 months
Google Pixel 4 On Vodafone | Unlimited With Entertainment
Google Pixel 4 On Three | From Only £41pm

Step 5

› Click the title of a product you are interested in and a box will expand to show more information, including a range of prices. You can then add the item to a shortlist by clicking the Shortlist button. This allows you to refer back to it easily later.

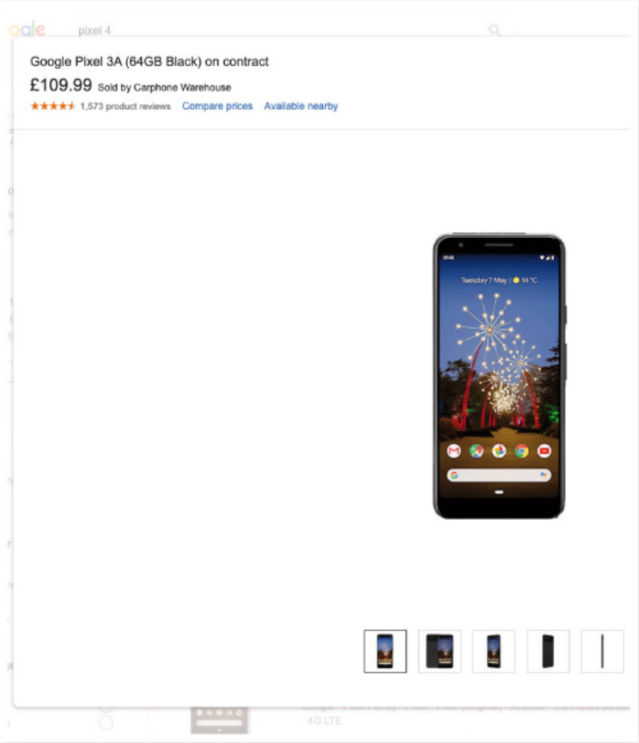

New items › Google › O2 › 128 GB

Google Pixel 4 128GB Clearly White on O2 - just £4
from Carphone Warehouse
Google · Pixel Family · Pixel · Pixel (Original) · 5.7 inches screen ·
Water Resistant
24 month contract with * 60GB Extra Data * O2: Charge to Mobile *
* Free WiFi on the London Underground * The Carphone Warehous
See more details at Carphone Warehouse »
£149.99
min 24 x £43/month
Free delivery
Carphone Warehouse
88% positive (592)

Google Pixel 4 XL 128GB Just Black on O2 - just £49.00/M for 24 month
£199.99- min 24 x £49/month Carphone Warehouse 88% positive (592)
Google · Pixel Family · Pixel · 6.3 inches screen · 8 MP Front Camera · 4G LTE · O2 · 128 G

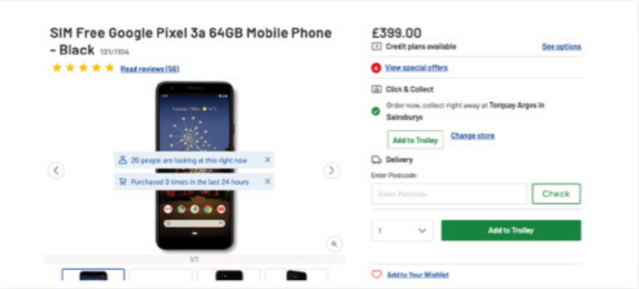
Step 6

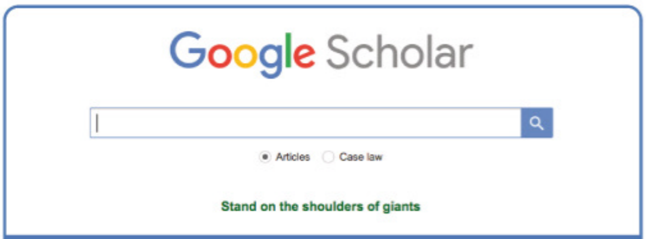
› If you click the product title a second time when the box is open, it will expand into a full screen page. This page lists all available prices and sellers, along with reviews of the product if they are available online.


pixel 4
Google Pixel 3A (64GB Black) on contract
£109.99 Sold by Carphone Warehouse
★★★★★ 1,573 product reviews Compare prices Available nearby

Step 7

› You can click directly to the item, via your preferred retailer, by clicking the link from the list at the bottom of the page. NOTE: On rare occasions the price linked may not match that of the retailer, so take care to check.

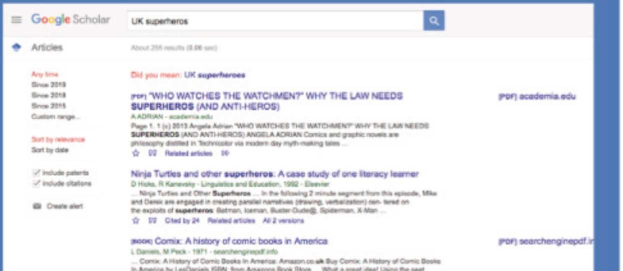

SIM Free Google Pixel 3a 64GB Mobile Phone - Black 121/1104
★★★★★ Read reviews (56)
28 people are looking at this right now
Purchased 3 times in the last 24 hours
£399.00
Credit plans available See options
View special offers
Click & Collect
Order now, collect right away at Torquay Argos in Sainsburys
Delivery
Enter Postcode:



Stand on the shoulders of giants

Google Scholar Search

Google Scholar (www.scholar.google.com) provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other websites. Google Scholar helps you find relevant work across the world of scholarly research.



Did you mean: UK superheroes
[PDF] "WHO WATCHES THE WATCHMEN?" WHY THE LAW NEEDS SUPERHEROS (AND ANTI-HEROS) [PDF] academia.edu
A ADRIAN - academia.edu
Ninja Turtles and other superheros: A case study of one literacy learner
D Hicks, R Kanevsky - Linguistics and Education, 1992 - Elsevier
[BOOK] Comix: A history of comic books in America [PDF] searchenginepdf.i
L Daniels, M Peck - 1971 - searchenginepdf.info

Features:

- **Search all scholarly literature from one convenient place**
- **Explore related works, citations, authors and publications**
- **Locate the complete document through your library or on the web**
- **Keep up with recent developments in any area of research**
- **Create a public author profile**

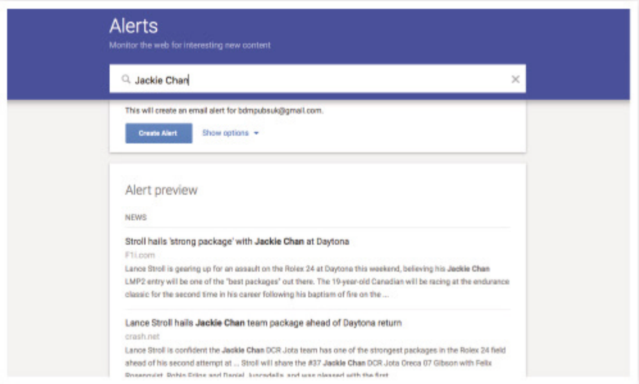
How to Create Google Alerts

You can use Google Alerts to monitor anything on the web and then have links to any matching content sent directly to your email address each day, or when new content is available.

Setting Up Alerts

Step 1

› To get started setting up an alert, navigate to www.google.co.uk/alerts. Enter your query just as if you were doing a normal Google search. You can use the various Google search options, including quotes, minus sign, to exclude words and the site prefix to find specific types of website.



Alerts

Monitor the web for interesting new content

Jackie Chan

This will create an email alert for bdmpubsuk@gmail.com.

Create Alert
Show options

Alert preview

NEWS

Stroll hails 'strong package' with Jackie Chan at Daytona

F1i.com

Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan** LMP2 entry will be one of the "best packages" out there. The 19-year-old Canadian will be racing at the endurance classic for the second time in his career following his baptism of fire on the ...

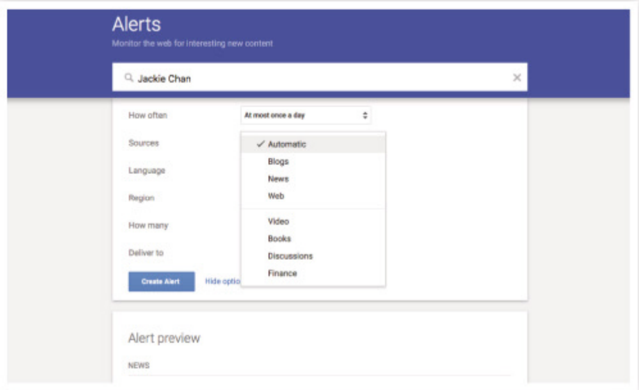
Lance Stroll hails Jackie Chan team package ahead of Daytona return

crash.net

Lance Stroll is confident the **Jackie Chan** DCR Jota team has one of the strongest packages in the Rolex 24 field ahead of his second attempt at ... Stroll will share the #37 **Jackie Chan** DCR Jota Oreca 07 Gibson with Felix Rosenqvist, Robin Frijns and Daniel Juncadella, and was pleased with the first

Step 2

› Using the Show options menu, you can choose to tell Google to only provide content of a specific type (videos, for example) or you can request that every type of result is sent to you. Everything alerts include results from Google Web Search, Google Blog Search and Google News.



Alerts

Monitor the web for interesting new content

Jackie Chan

How often: At most once a day

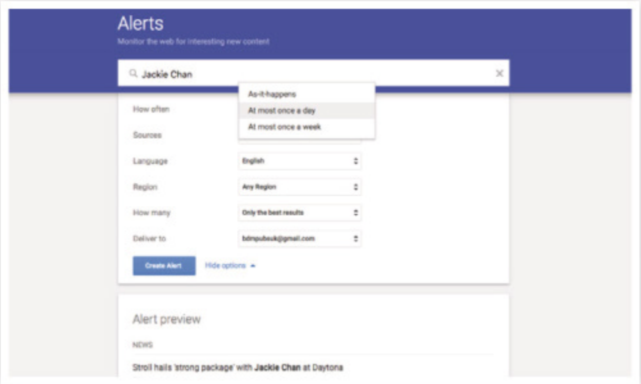
Sources
Language
Region
How many
Deliver to
✓ Automatic
Blogs
News
Web
Video
Books
Discussions
Finance
Create Alert
Hide optio

Alert preview

NEWS

Step 3

› The next step is to choose a delivery rate. The default is once a day: Google Alerts checks for new results once per day and emails you if it finds new results. Depending on the subject, Google may not be able to deliver alerts daily. Alerts on these subjects will be sent, when they are available for you.



Alerts

Monitor the web for interesting new content

Jackie Chan

How often
As-it-happens
At most once a day
At most once a week
Sources
Create Alert
Hide options

Language: English

Region: Any Region

How many: Only the best results

Deliver to: bdmpubsuk@gmail.com

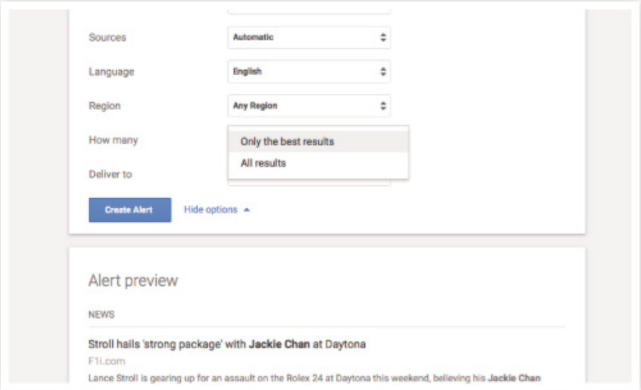
Alert preview

NEWS

Stroll hails 'strong package' with Jackie Chan at Daytona

Step 4

› To help you avoid an alert email full of low quality results, you can change the volume of the alerts to "Only the best results". This allows Google to filter results to those most relevant to your query and those of high quality. If you prefer, you can change this setting to "All results".



Sources: Automatic

Language: English

Region: Any Region

How many
Only the best results
All results
Deliver to
Create Alert
Hide options

Alert preview

NEWS

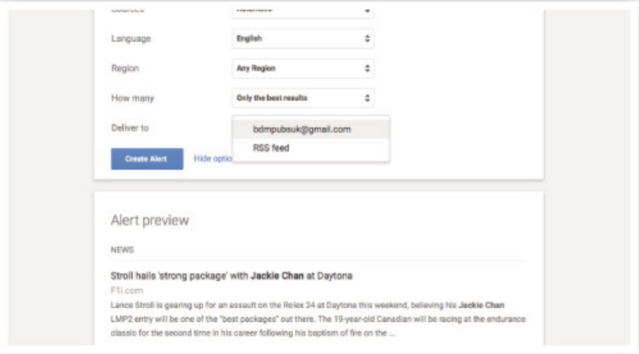
Stroll hails 'strong package' with Jackie Chan at Daytona

F1i.com

Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan**

Step 5

› Enter the email address to which you want your alerts delivered. Google will protect your email address and will not use it to spam you with offers for any other product or service. If you aren't signed in to a Google Account when you create an alert, Google will send you a verification email.


Language English
Region Any Region
How many Only the best results
Deliver to bdmpubsuk@gmail.com
RSS feed

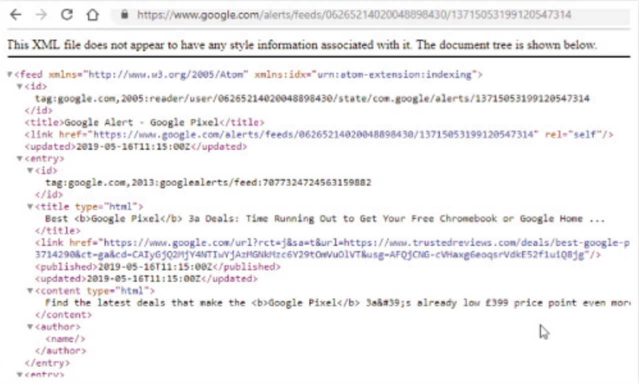
Alert preview

NEWS

Stroll hails 'strong package' with Jackie Chan at Daytona
F1i.com
Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan** LMP2 entry will be one of the "best packages" out there. The 19-year-old Canadian will be racing at the endurance classic for the second time in his career following his baptism of fire on the ...

Step 6

› If you prefer, and if you are signed in to a Google account when creating the alert, you can choose to have the results sent via an RSS feed. Simply sign in and choose the Feed option in the Deliver to field. You can read your feed in any RSS feed reader.

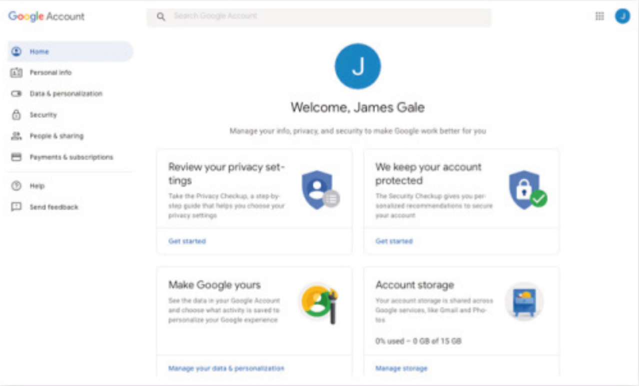

https://www.google.com/alerts/feeds/06265214020048898430/13715053199120547314

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
▼<feed xmlns="http://www.w3.org/2005/Atom" xmlns:idx="urn:atom-extension:indexing">
  ▼<id>
     tag:google.com,2005:reader/user/06265214020048898430/state/com.google/alerts/13715053199120547314
   </id>
   <title>Google Alert - Google Pixel</title>
   <link href="https://www.google.com/alerts/feeds/06265214020048898430/13715053199120547314" rel="self"/>
   <updated>2019-05-16T11:15:00Z</updated>
  ▼<entry>
    ▼<id>
       tag:google.com,2013:googlealerts/feed:7077324724563159882
     </id>
    ▼<title type="html">
       Best <b>Google Pixel</b> 3a Deals: Time Running Out to Get Your Free Chromebook or Google Home ...
     </title>
     <link href="https://www.google.com/url?rct=j&sa=t&url=https://www.trustedreviews.com/deals/best-google-p
     3714290&ct=ga&cd=CAIyGjQ2MjY4NTIwYjAzMGNkMzc6Y29tOmVuOlVT&usg=AFQjCNG-cVHaxg6eoqsrVdkE52f1uiQ8jg"/>
     <published>2019-05-16T11:15:00Z</published>
     <updated>2019-05-16T11:15:00Z</updated>
    ▼<content type="html">
       Find the latest deals that make the <b>Google Pixel</b> 3a&#39;s already low £399 price point even mor
     </content>
    ▼<author>
       <name/>
     </author>
   </entry>
  ▼<entry>
```

Step 7

› To view any of these Google Alerts, you have to open your email application and check the email addresses that you linked to your Google Account during initial set up. You can check this information at anytime via your account link, top right of your browser.



Welcome, James Gale

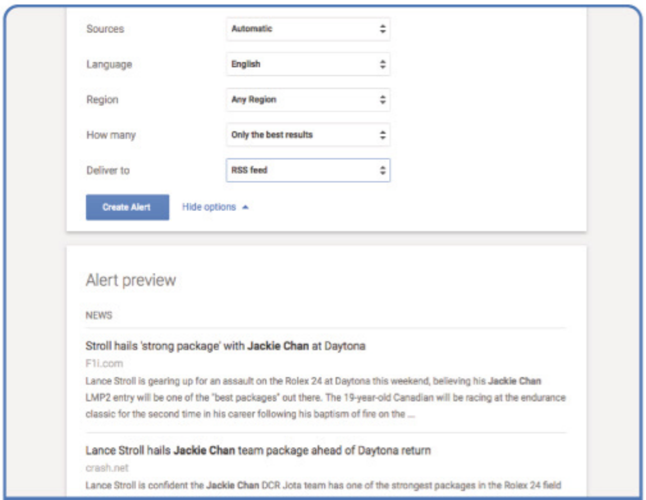
Manage your info, privacy, and security to make Google work better for you

Review your privacy settings
Take the Privacy Checkup, a step-by-step guide that helps you choose your privacy settings
Get started

We keep your account protected
The Security Checkup gives you personalized recommendations to secure your account
Get started

Make Google yours
See the data in your Google Account and choose what activity is saved to personalize your Google experience
Manage your data & personalization

Account storage
Your account storage is shared across Google services, like Gmail and Photos
0% used – 0 GB of 15 GB
Manage storage


Sources Automatic
Language English
Region Any Region
How many Only the best results
Deliver to RSS feed

Alert preview

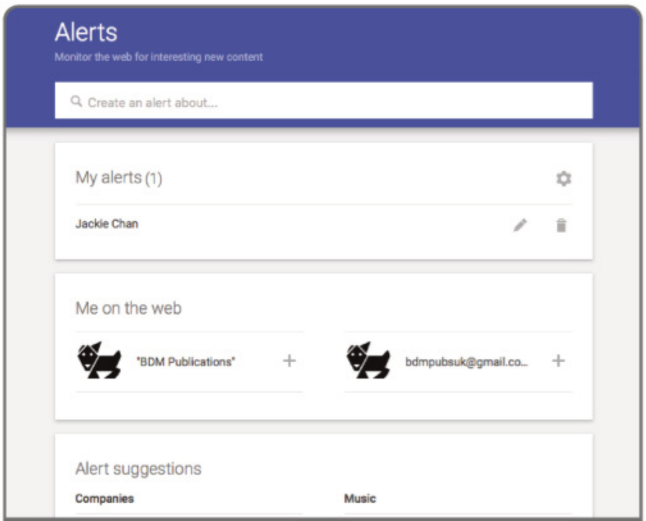
NEWS

Stroll hails 'strong package' with Jackie Chan at Daytona
F1i.com
Lance Stroll is gearing up for an assault on the Rolex 24 at Daytona this weekend, believing his **Jackie Chan** LMP2 entry will be one of the "best packages" out there. The 19-year-old Canadian will be racing at the endurance classic for the second time in his career following his baptism of fire on the ...

Lance Stroll hails Jackie Chan team package ahead of Daytona return
crash.net
Lance Stroll is confident the **Jackie Chan** DCR Jota team has one of the strongest packages in the Rolex 24 field

Manage Google Alerts

Users with Google Accounts can view, create, edit and delete their alerts using the Manage your Alerts page. Click on the Edit button and you will be able to alter any of the original settings using the simple drop-down menus. You can manage alerts for more than one email address by adding your other email address to your existing Google Account. To add an email address to your Google Account, visit your Google account page and use the Email addresses section.



Delete Google Alerts

Should you find the info you are looking for or simply tire of the subject matter of your alerts, you can delete your alerts subjects, one by one. To do this open the main Google Alerts pages via this link: www.google.com/alerts.

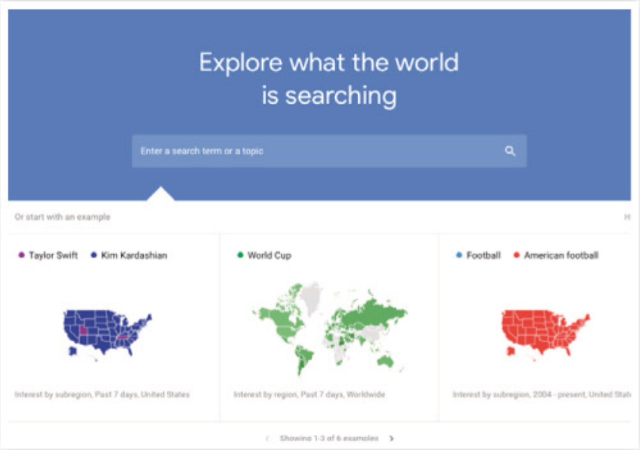
At the top of the page notice your alert subjects. You can edit these by tapping the pencil icon or delete them by tapping the Bin icon. Please note you are not given any confirmation window, the alerts are deleted instantly.

How to Personalise Google Trends

The Google Trends app brings you the world's most popular search terms or topics. Breaking down the results by country and region, while also offering insights and keeping you updated to the latest trends. Users can also browse history data giving you a clearer view of the world's online habits.

Step 1

❱ Navigate to the Google trends website trends.google.com to be presented with this home page. This is a far complex application so be advised to take a few moments to get used to the layout and the control options you will find here.



Explore what the world is searching

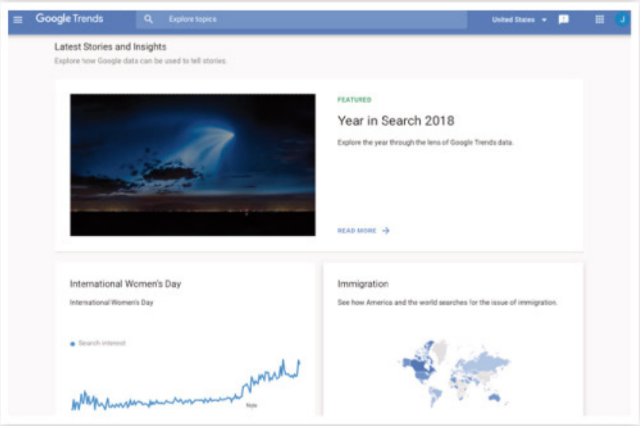
Enter a search term or a topic

Or start with an example

Taylor Swift
Kim Kardashian
World Cup
Football
American football
Interest by subregion, Past 7 days, United States
Interest by region, Past 7 days, Worldwide
Interest by subregion, 2004 - present, United Stat
Showing 1-3 of 6 examples

Step 2

❱ Scrolling down through the home page you will find the various options including latest stories, insights and updates, historical data and recently trending search results. We will look at all of these but to start let's focus on the main search bar.



Google Trends
Explore topics
United States

Latest Stories and Insights

Explore how Google data can be used to tell stories.

FEATURED

Year in Search 2018

Explore the year through the lens of Google Trends data.

READ MORE

International Women's Day

International Women's Day

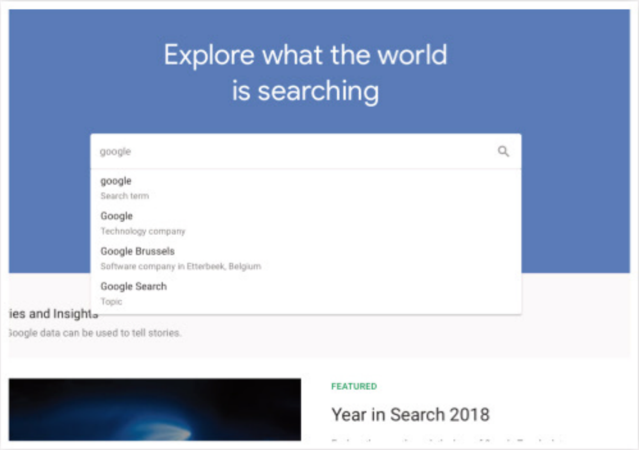
Search interest

Immigration

See how America and the world searches for the issue of immigration.

Step 3

❱ In the search bar, enter your term and click on the magnifying glass to activate your search. Some will bring a variety of different searches or similar terms, if this is the case a drop down menu will appear enabling you to select specifically for your choice.



Explore what the world is searching

google

google
Search term
Google
Technology company
Google Brussels
Software company in Etterbeek, Belgium
Google Search
Topic

ies and Insights

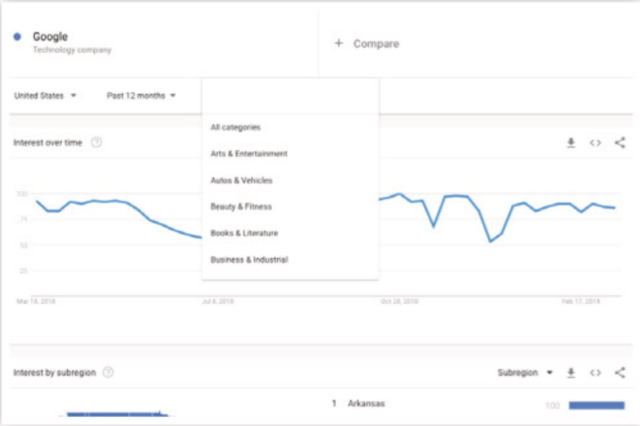
ioogle data can be used to tell stories.

FEATURED

Year in Search 2018

Step 4

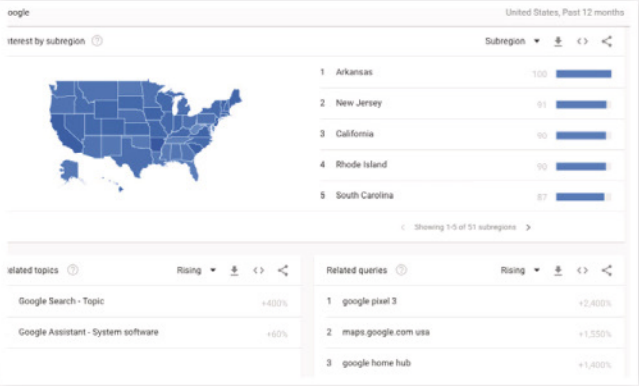
❱ Your search will show your results as follows; location, time period, search type and category. You can adjust each of these as you wish to further focus your results. For example you may wish to check Shopping when looking for most popular selling item etc.



Google
Technology company
+ Compare
United States
Past 12 months
All categories
Arts & Entertainment
Autos & Vehicles
Beauty & Fitness
Books & Literature
Business & Industrial
Interest over time
Interest by subregion
Subregion
1 Arkansas
100

Step 5

Your results will also be broken down by sub region for your area of search. With the most popular area listed first and so on. Notice that related searches and queries are also listed here. You can share each of these search results by clicking the top right share icon.



oogle — United States, Past 12 months

ıterest by subregion — Subregion

1	Arkansas	100
2	New Jersey	91
3	California	90
4	Rhode Island	90
5	South Carolina	87

Showing 1-5 of 51 subregions

elated topics — Rising

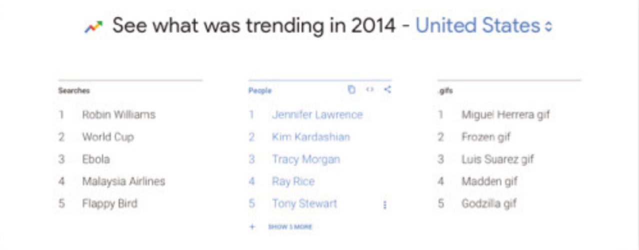
Google Search - Topic	+400%
Google Assistant - System software	+60%

Related queries — Rising

1	google pixel 3	+2,400%
2	maps.google.com usa	+1,550%
3	google home hub	+1,400%

Step 6

If you are looking for an online time machine, Google have one right here for you. On the home screen, scroll down and select the year you wish visit and you will be given the most popular search terms from that time period, spread across numerous categories.



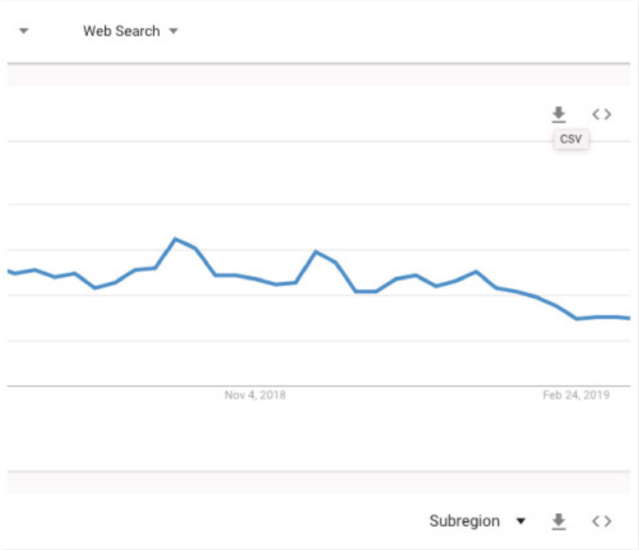
See what was trending in 2014 - United States

Searches	People	.gifs
1 Robin Williams	1 Jennifer Lawrence	1 Miguel Herrera gif
2 World Cup	2 Kim Kardashian	2 Frozen gif
3 Ebola	3 Tracy Morgan	3 Luis Suarez gif
4 Malaysia Airlines	4 Ray Rice	4 Madden gif
5 Flappy Bird	5 Tony Stewart	5 Godzilla gif

+ SHOW 5 MORE

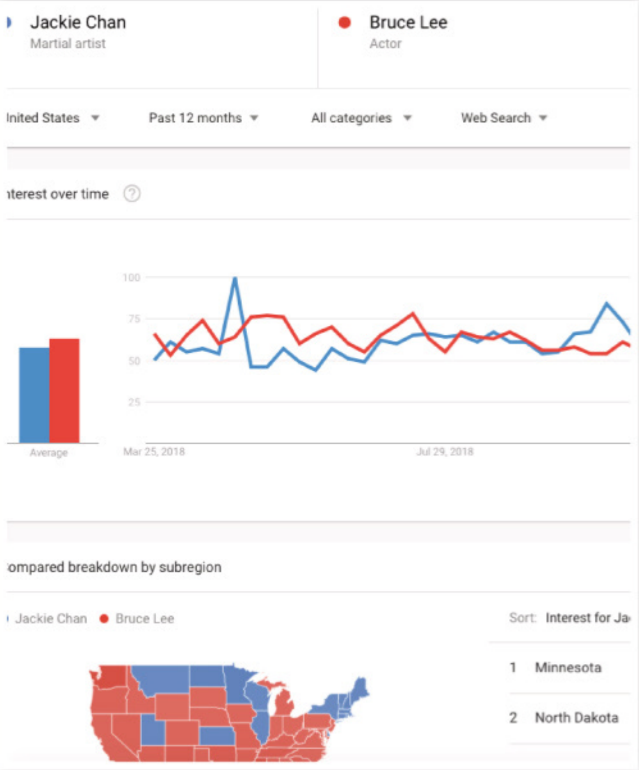
Step 7

All the information found via this app can exported from the web browser to a large variety of spreadsheet software, including Microsoft Excel and Apple's Pages. To save your information as a csv doc click the download icon (an underlined down arrow).



Step 8

One of the best features of this app is the ability to compare two topics and how the results match up with one another. You can add various terms to compare and once again these results can be downloaded as a csv doc or shared via the linked icons.



Jackie Chan — Martial artist

Bruce Lee — Actor

Inited States — Past 12 months — All categories — Web Search

ıterest over time

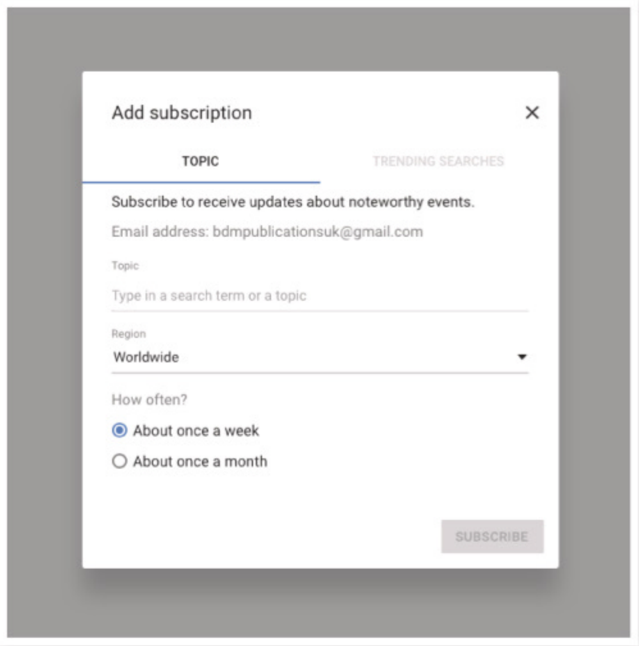
ompared breakdown by subregion

Jackie Chan ● Bruce Lee — Sort: Interest for Ja

1	Minnesota
2	North Dakota

Step 9

You can also subscribe to a regular (weekly or monthly) email which will send you updated data based your key search terms, to sign up click the + icon bottom left and enter the terms you wish to follow. Now simply wait for your email update to arrive.



Add subscription

TOPIC — TRENDING SEARCHES

Subscribe to receive updates about noteworthy events.

Email address: bdmpublicationsuk@gmail.com

Topic: Type in a search term or a topic

Region: Worldwide

How often?

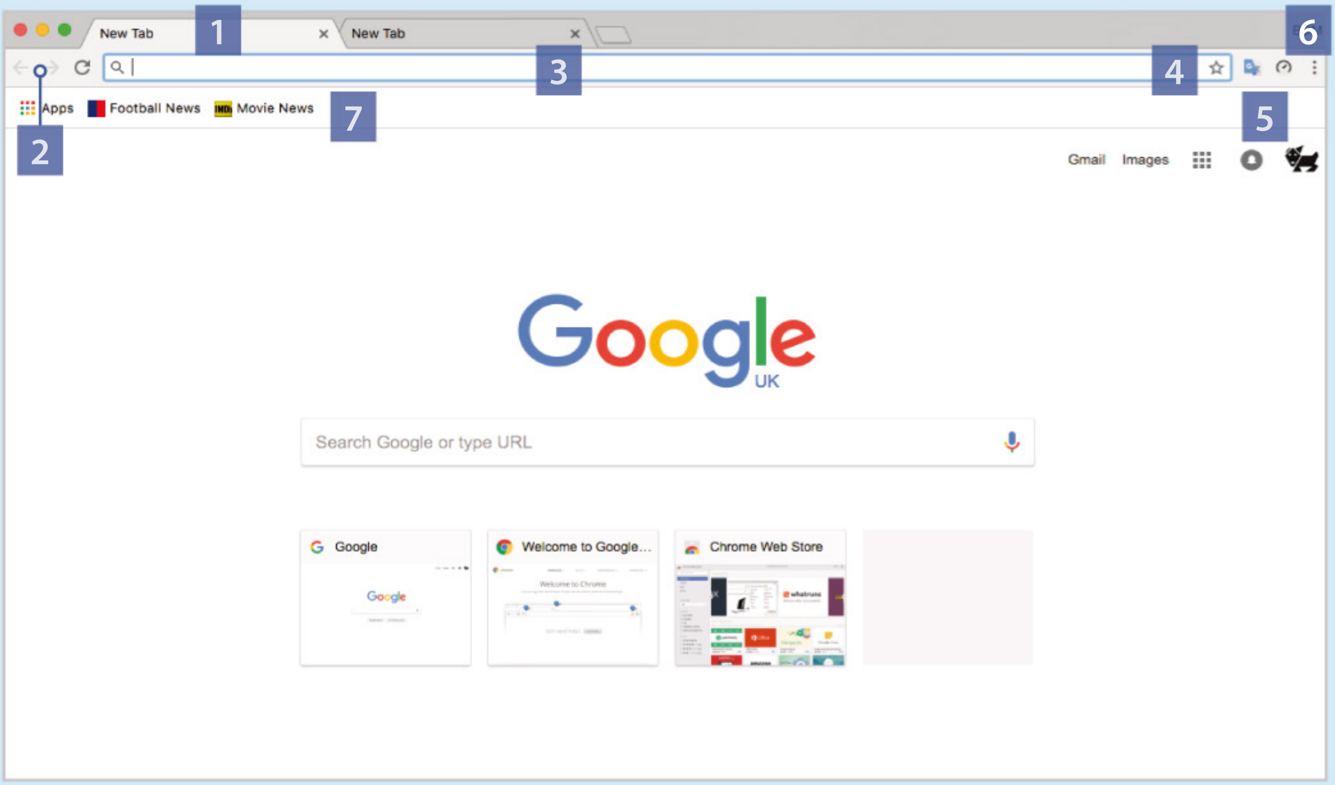
● About once a week

○ About once a month

SUBSCRIBE

Getting Started with Chrome

Google Chrome is much more than an alternative web browser. If you are looking to use the Google app suite to any degree we strongly advise you to download Chrome now!



1 Tabs

Just like almost all other browsers, Chrome lets you open multiple web pages at once and display them in tabs. Simply click on any tab to display the page. To add a new tab, click on the small tab to the right of the last one. To remove a tab, click the small X on the right of the tab you want to close. You can also manage tabs from the Chrome options menu.

2 Navigation Controls

From left to right, the main buttons you use when navigating web pages using Chrome are: Back, Forward, Refresh and Home. Click and hold on both the Back and Forward buttons to see your recent navigation history. The Home button may not be displayed here on a brand new install of Chrome but you can turn it on in the settings (Appearance > Show Home Button).

3 Omni Box/Address Box

This is where the URL of the current website is shown. You can use the Omni box to either type a full URL or type a search term. Type a URL and press Return and that web page will open. If you type a search term, Google search results will be shown instead. You can change the default search engine that is used in Settings > Search.

4 Bookmark Button

Clicking on the star while viewing any web page will open a small bookmark option window. This allows you to choose a name for the bookmark, as well as selecting where to save it. If the star is golden, that means you have already bookmarked the page you are viewing. By using the Bookmark Button you will be able to compile a listing of all your favourite websites in a single place.

5 Extensions

Many different pieces of software will add extensions to the browser, allowing you to perform specific tasks while viewing websites. The extension shown here is the AVG toolbar, installed as part of the AVG antivirus software. You can disable or remove Chrome browser extensions simply by right-clicking on the icon and choosing from the Action menu.

6 Chrome Options

This is where you will find all of the controls and settings for Chrome, from basic display settings to advanced developer tools. You can also manage your bookmarks, extensions and search history from here. We will look at the Chrome Options in more detail later.

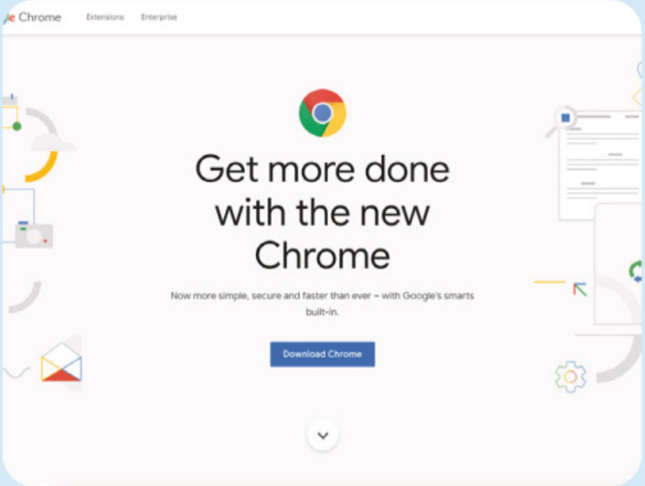
7 Bookmarks Bar

This bar is turned off by default, so must be activated in the Settings if you want to use it. When saving bookmarks, you have the option to Save to Bookmarks Bar. Any pages saved to this will be shown as quick links in the bar. This is very useful for saving those websites you use most often. Depending on the length of the title you give the bookmarks, only about five or six links will be visible here; the remainder are displayed in a drop-down menu.

Chrome Requirements

Chrome is fairly lightweight, so it should run happily even on an old computer. Here are the bare minimum requirements for PC users.

Operating System:	**Windows XP, Vista, 7 or 8**
Processor:	**Intel Pentium 4/Athlon 64 or later**
Free Disk Space:	**100MB**
RAM:	**128MB**



Get more done with the new Chrome

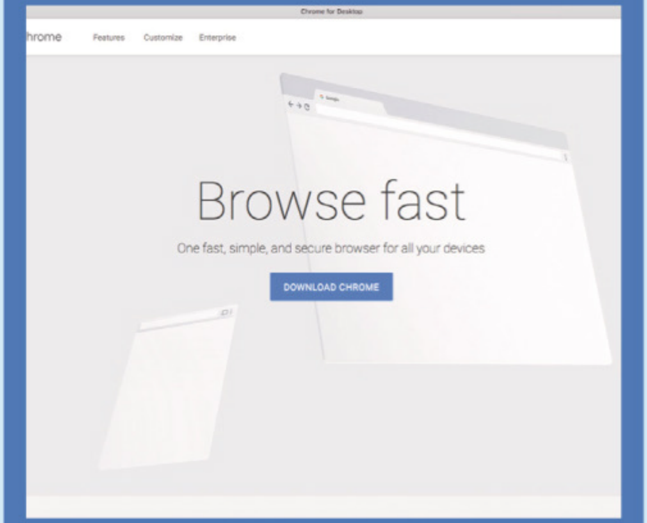
Now more simple, secure and faster than ever – with Google's smarts built-in.

Installing Chrome

You may find that Chrome is preinstalled on many new computers but if not, here is how to install it yourself.

Step 1

Visit www.google.co.uk/chrome/browser/desktop/index.html and click on the Download Now button to get the Chrome installer. You can choose to make Chrome your default browser at this point or you can change that setting later.

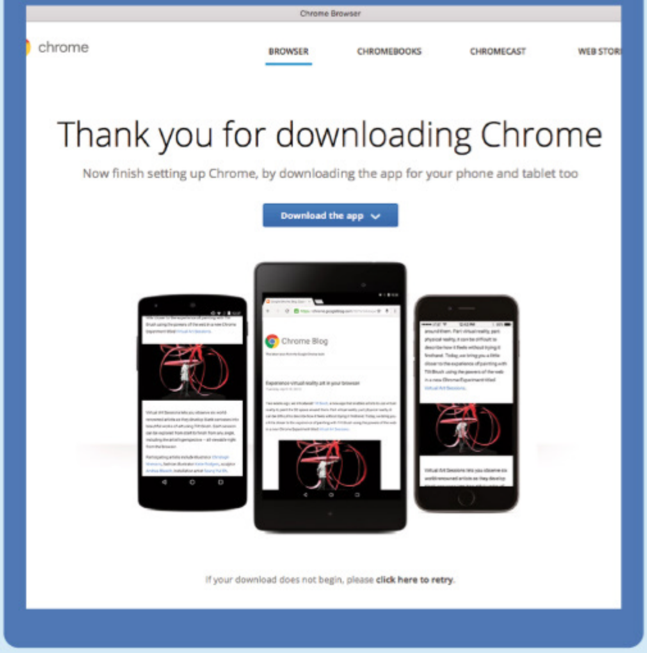


Browse fast

One fast, simple, and secure browser for all your devices

Step 2

Once the download is complete, Chrome will install automatically. When the installation is complete, a Chrome browser window will open, giving you the opportunity to take a tour of Chrome's main features; and that's it, simple eh?



Thank you for downloading Chrome

Now finish setting up Chrome, by downloading the app for your phone and tablet too

If your download does not begin, please **click here to retry.**

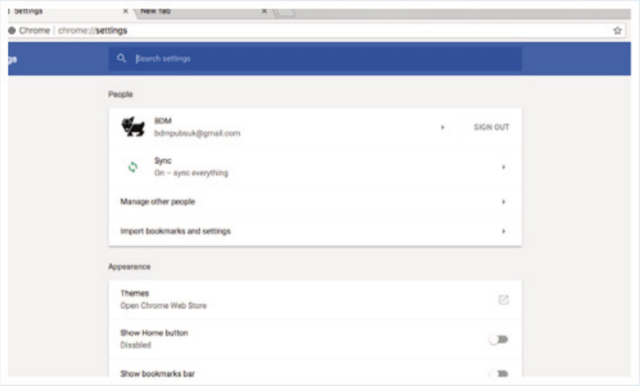
Customising the Chrome Browser

There are many different ways you can customise your Chrome experience, from adding extensions to setting the default home page. If you really want to make Chrome personal to you, there is no better way than adding a theme.

Changing the Theme

Step 1

Open Chrome on your computer and click on the Chrome Menu button in the top right corner. Look for the Chrome options link, click this and select Settings and this window will open.


Settings
New Tab
Chrome | chrome://settings
Search settings
SIGN OUT

People

BDM
bdmpubsuk@gmail.com

Sync
On – sync everything

Manage other people

Import bookmarks and settings

Appearance

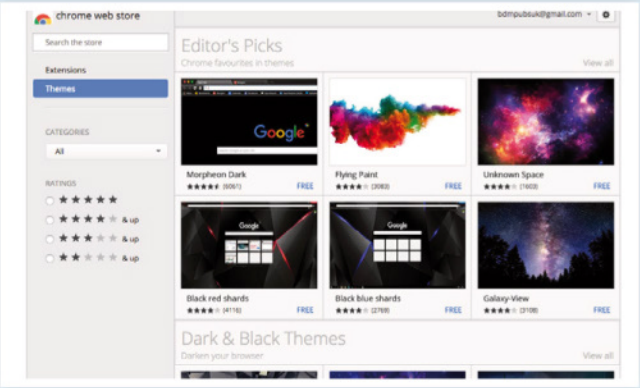
Themes
Open Chrome Web Store

Show Home button
Disabled

Show bookmarks bar

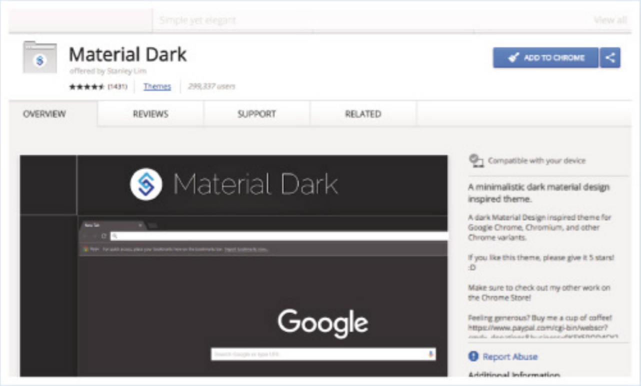
Step 2

From the Settings screen click on Themes from the Appearance options. This will take you to the Chrome Web Store, which shows web apps and extensions. To view the available themes, scroll down to the left-hand menu and click the Themes link. A selection of themes will now be displayed on screen.


chrome web store
bdmpubsuk@gmail.com
Search the store
Extensions
Themes
CATEGORIES
All
RATINGS
& up
Editor's Picks
Chrome favourites in themes
View all
Morpheon Dark
Flying Paint
Unknown Space
Black red shards
Black blue shards
Galaxy-View
FREE
Dark & Black Themes
Darken your browser
View all

Step 3

To select and activate a theme, simply roll over the thumbnail and click the Add to Chrome button. Your chosen theme is automatically downloaded, installed and activated in a few seconds (depending on your broadband connection speed). If you want to read more about a theme, roll over the thumbnail and then click on the text.


Material Dark
offered by Stanley Lim
(1431)
Themes
299,337 users
ADD TO CHROME
OVERVIEW
REVIEWS
SUPPORT
RELATED
Material Dark
Google
Compatible with your device
Report Abuse
Additional Information

A minimalistic dark material design inspired theme.

A dark Material Design inspired theme for Google Chrome, Chromium, and other Chrome variants.

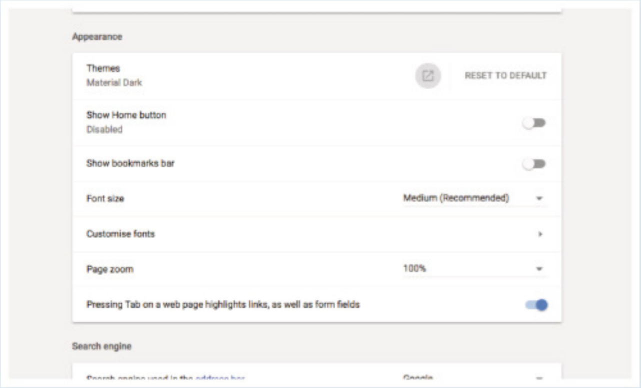
If you like this theme, please give it 5 stars! :D

Make sure to check out my other work on the Chrome Store!

Feeling generous? Buy me a cup of coffee! https://www.paypal.com/cgi-bin/webscr?

Step 4

Themes you download aren't saved on your computer, so applying a new theme will overwrite the previous one. You can remove a custom theme at any time by clicking the Chrome options button, then selecting Settings. Under the Appearance heading you will see the option to Reset to Default Theme.


RESET TO DEFAULT

Appearance

Themes
Material Dark

Show Home button
Disabled

Show bookmarks bar

Font size: Medium (Recommended)

Customise fonts

Page zoom: 100%

Pressing Tab on a web page highlights links, as well as form fields

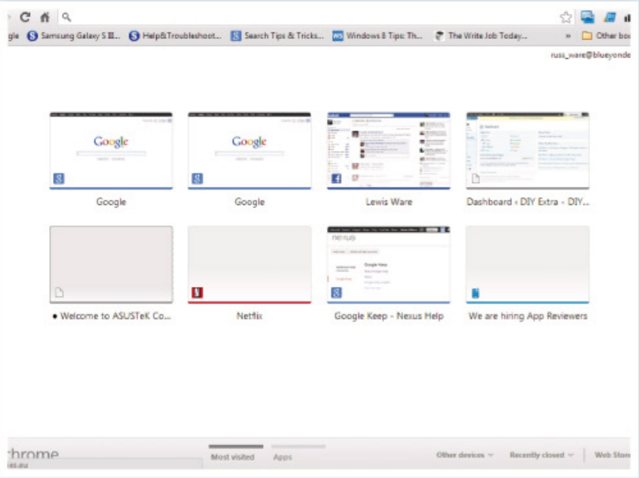
Search engine

Change the Default Home Page

Chrome gives you several choices for what you see when you start it up. You may decide that you want to always open with the Google home page or you may want to show a selection of your most visited sites. All of these options are accessed through Options > Settings > On Startup.

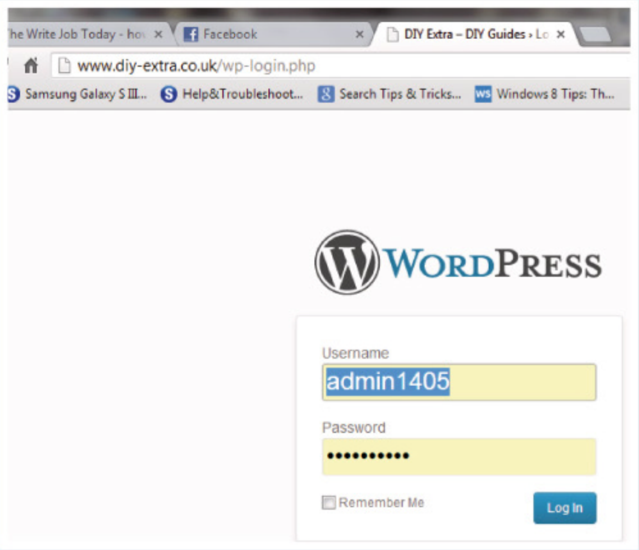
Open the New Tab Page

This option will display a grid of eight website thumbnails. Each thumbnail relates to one of your eight most visited web pages. Click on any of the thumbnails to go to the page. You can remove any of the thumbnails by hovering the mouse pointer over it and then clicking the X that appears in the top right corner.


Samsung Galaxy S III...
Help&Troubleshoot...
Search Tips & Tricks...
Windows 8 Tips: Th...
The Write Job Today...
Other bo
russ_ware@blueyonde
Google
Google
Lewis Ware
Dashboard ‹ DIY Extra – DIY...
Welcome to ASUSTeK Co...
Netflix
Google Keep - Nexus Help
We are hiring App Reviewers
chrome
Most visited
Apps
Other devices
Recently closed
Web Store

Continue Where I Left Off

If this option is enabled, Chrome will always start up showing the website and tabs you were viewing when you last closed the browser. If you close all of the open tabs individually, rather than clicking the X at the top right to close the entire browser window, when you open Chrome again it will display the New Tab page.


he Write Job Today - how
Facebook
DIY Extra – DIY Guides › Lo
Samsung Galaxy S III...
Help&Troubleshoot...
Search Tips & Tricks...
Windows 8 Tips: Th...
WordPress
Remember Me
Log In

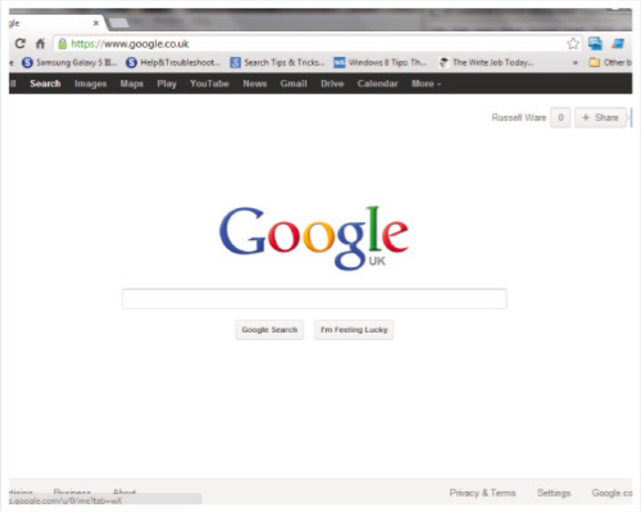
www.diy-extra.co.uk/wp-login.php

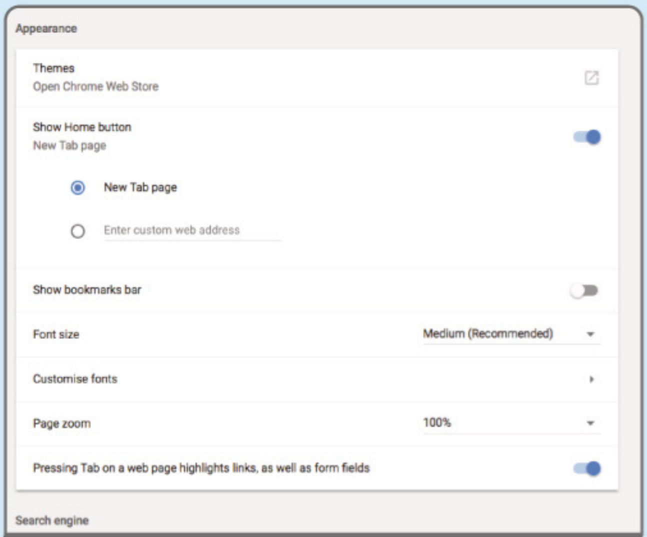
Username
admin1405

Password
••••••••••

Open a Specific Page or Set of Pages

You can use this option to set a single web page to open whenever you start Chrome. This could be the Google home page for your country, the Facebook login or any other web page you choose. You can also choose a set of pages to open. Click Set Pages and enter the URLs of the sites you want to open. They will each open in a separate tab when you start Chrome.


https://www.google.co.uk
Samsung Galaxy S III...
Help&Troubleshoot...
Search Tips & Tricks...
Windows 8 Tips: Th...
The Write Job Today...
Other b
Search
Images
Maps
Play
YouTube
News
Gmail
Drive
Calendar
More
Russell Ware
0
+ Share
Google
UK
Google Search
I'm Feeling Lucky
Privacy & Terms
Settings
Google.co



Appearance

Themes
Open Chrome Web Store

Show Home button
New Tab page

● New Tab page
○ Enter custom web address

Show bookmarks bar

Font size: Medium (Recommended)

Customise fonts

Page zoom: 100%

Pressing Tab on a web page highlights links, as well as form fields

Search engine

Show the Home Button

When you first install and use Chrome, you will probably notice that there is no Home button in the toolbar. We don't really understand why Google chose to hide the Home button but you can activate it easily, so it's not too much of a problem. To activate the Home button, click the Options button and select Settings. Under the Appearance heading, check the box next to Show Home Button. You can choose which page is displayed when the Home button is clicked (the New Tabs page or another of your choice).

How to Save and Sync Chrome

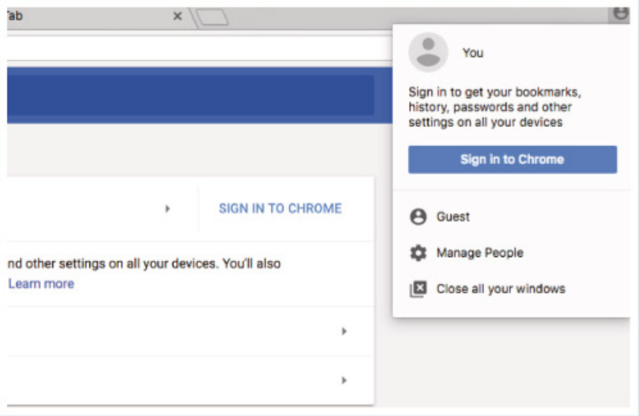
If you use Google Chrome on any device other than just your computer, the ability to sync the browser is a great feature. Chrome lets you save bookmarks, preferences, themes and even extensions and then share those changes with all your mobile devices quickly and easily.

Signing in to Chrome

Before you can sync your Chrome settings, you will need to sign in using a common Google account.

Step 1

Open Chrome on your computer and click on the Chrome User button in the top right corner. Now follow the on-screen instructions and sign into your account. Click this and a new window will open.



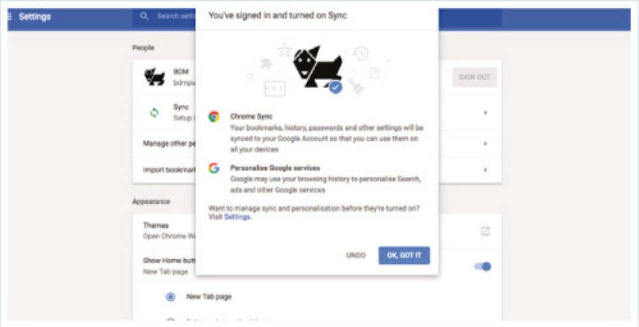
Sign in to get your bookmarks, history, passwords and other settings on all your devices

nd other settings on all your devices. You'll also

ab
You
Sign in to Chrome
SIGN IN TO CHROME
Guest
Manage People
Close all your windows
Learn more

Step 2

You will now need to sign in using the Google account that you use on your other devices (smartphones, tablets, etc.). You probably only have one account but if you have more than one, make sure you check this.



You've signed in and turned on Sync

Chrome Sync
Your bookmarks, history, passwords and other settings will be synced to your Google Account so that you can use them on all your devices

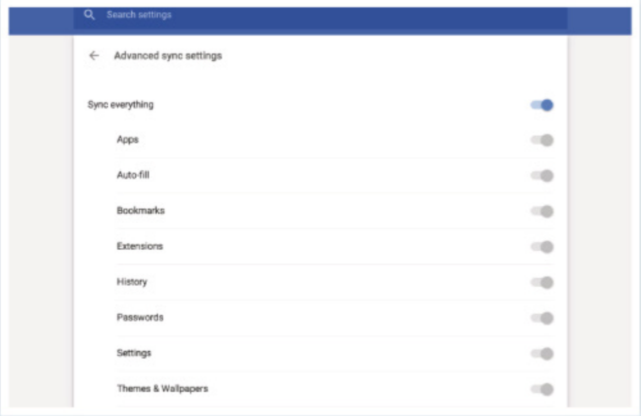
Personalise Google services
Google may use your browsing history to personalise Search, ads and other Google services

Want to manage sync and personalisation before they're turned on? Visit Settings.

Settings
People
SIGN OUT
Sync
Manage other pe
Import bookmar
Appearance
Themes
Open Chrome W
Show Home butt
New Tab page
New Tab page
UNDO
OK, GOT IT

Step 3

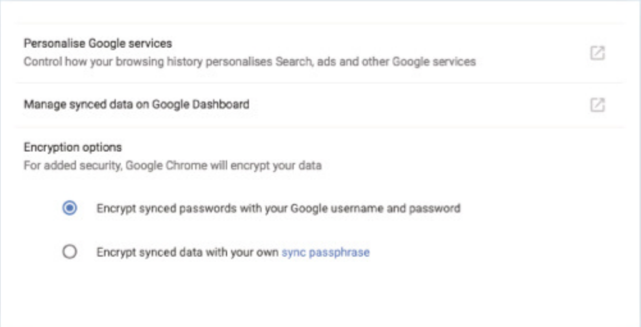
A Sync Settings windows should now open but if not, go to Chrome Menu > Settings > Advanced Sync Settings. Here you can select what is synced between devices. Click on Sync Everything and choose what to sync.



Search settings
Advanced sync settings
Sync everything
Apps
Auto-fill
Bookmarks
Extensions
History
Passwords
Settings
Themes & Wallpapers

Step 4

You can also choose to encrypt your synced data. By default, your Google Account password is used to encrypt saved passwords. If you want, change this to encrypt all your synced data and then create a custom passphrase for encryption.



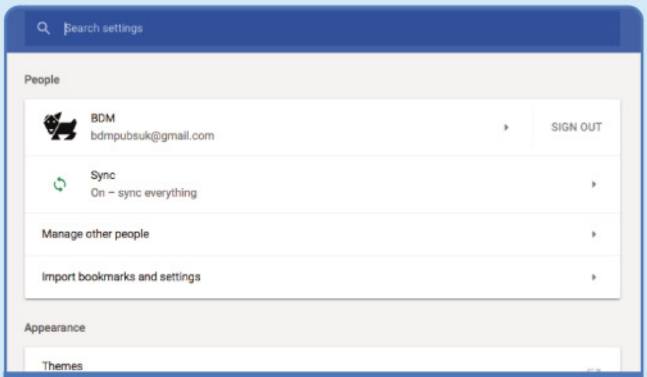
Personalise Google services
Control how your browsing history personalises Search, ads and other Google services

Manage synced data on Google Dashboard

Encryption options
For added security, Google Chrome will encrypt your data

● Encrypt synced passwords with your Google username and password

○ Encrypt synced data with your own sync passphrase


Search settings
People
BDM
bdmpubsuk@gmail.com
SIGN OUT
Sync
On – sync everything
Manage other people
Import bookmarks and settings
Appearance
Themes

Signing Out of Chrome

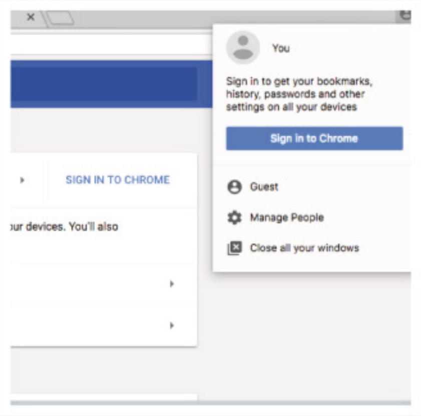
You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

Syncing Open Tabs

You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

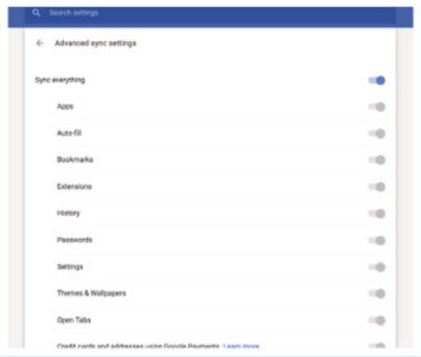
Step 1

Before you can sync open tabs between devices, you will need to make sure that the setting is enabled on both devices. Sign in to Chrome using the same Google account on the devices you want to sync.


You
Sign in to get your bookmarks, history, passwords and other settings on all your devices
Sign in to Chrome
SIGN IN TO CHROME
ur devices. You'll also
Guest
Manage People
Close all your windows

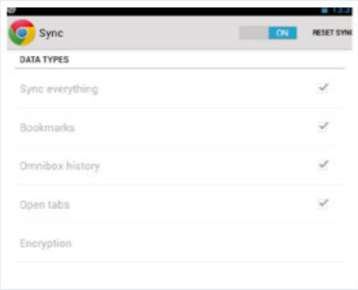
Step 2

Check your sync settings on each device. Open the Chrome Menu > Settings, click the icon to the right of the Sync opinion and then check Open Tabs.


Search settings
Advanced sync settings
Sync everything
Apps
Auto-fill
Bookmarks
Extensions
History
Passwords
Settings
Themes & Wallpapers
Open Tabs
Credit cards and addresses using Google Payments Learn more

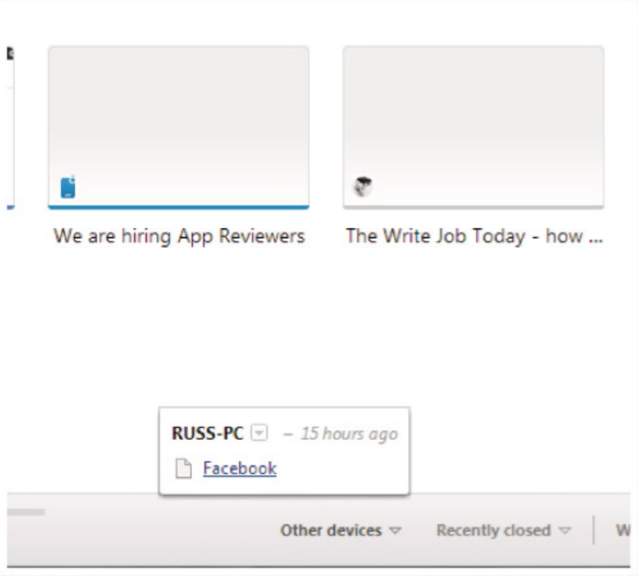
Step 3

On Chrome for Android, tap the Menu button > Settings > Sign in to Chrome. Once signed in, tap Sync and make sure the Open tabs checkbox is selected. You should now be ready to go.


Sync
ON
RESET SYNC
DATA TYPES
Sync everything
Bookmarks
Omnibox history
Open tabs
Encryption

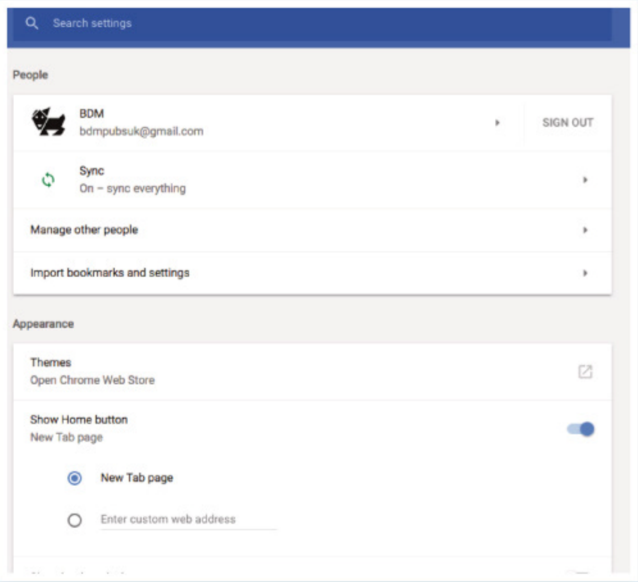
Step 4

Open a new tab on your computer by clicking the New Tab button or Ctrl+T. In the lower right corner of the screen, click Other devices and click the tab you want to open on the current device.


We are hiring App Reviewers
The Write Job Today - how ...
RUSS-PC
– 15 hours ago
Facebook
Other devices
Recently closed

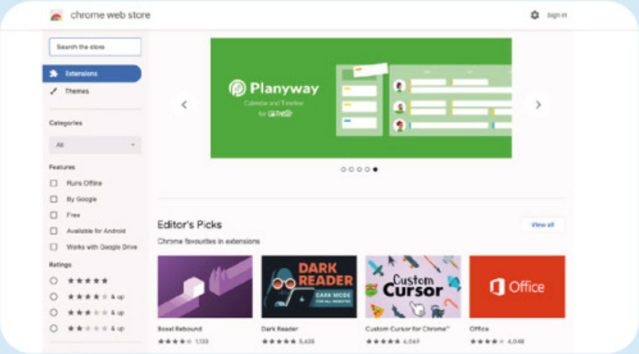
Step 5

Open tabs are grouped together by devices. You can hide a specific one by disabling tab syncing on that particular device. To temporarily hide a device, right-click its name and select Hide.


Search settings
People
BDM
bdmpubsuk@gmail.com
SIGN OUT
Sync
On – sync everything
Manage other people
Import bookmarks and settings
Appearance
Themes
Open Chrome Web Store
Show Home button
New Tab page
New Tab page
Enter custom web address

Using the Chrome Web Store

The Chrome Web Store gives you the option of adding thousands of different themes and extensions to your browser. Here's how to get started with apps and extensions on Chrome.

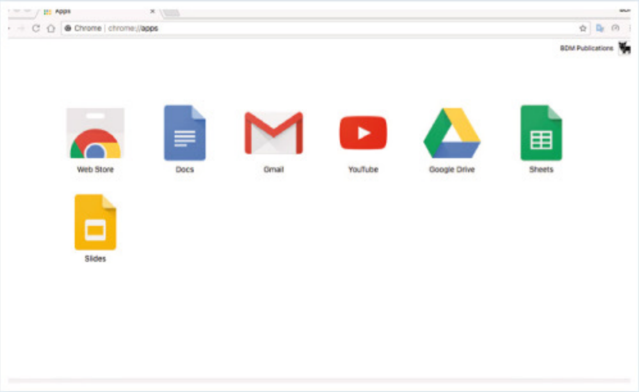

chrome web store
Sign in
Search the store
Extensions
Themes
Categories
All
Features
Runs Offline
By Google
Free
Available for Android
Works with Google Drive
Ratings
Planyway
Editor's Picks
Chrome favourites in extensions
View all
DARK READER
Custom Cursor
Office
Dark Reader
Custom Cursor for Chrome™
Office

Chrome Themes

Chrome Extensions are web-based programmes that are designed to be used entirely within the browser. Using apps, you can do things like create documents, edit photos and listen to music, without having to install complicated third-party software on your computer. Themes on the other hand are purely aesthetic as they change the look of the Chrome browser and do not add any further functionality. Think of Themes as a way of injecting a little extra bit of your personality into your web browser.

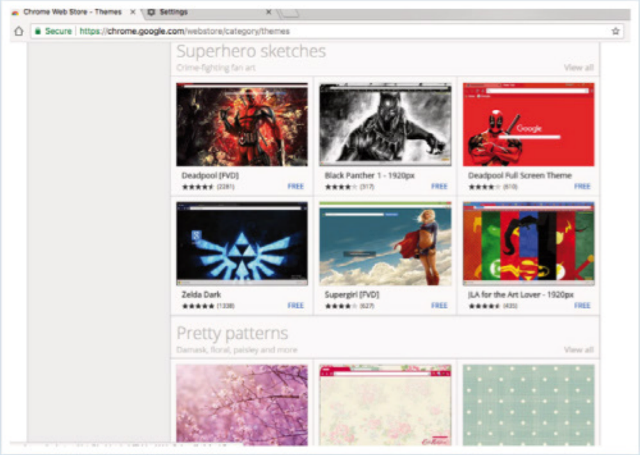
Step 1

› You can access the Web Store easily by clicking on the Apps Icon in the top left area of the page when you start Chrome. The Apps page will slide into view, displaying any apps you currently have installed (Gmail and YouTube for example).


Apps
Chrome | chrome://apps
BDM Publications
Web Store
Docs
Gmail
YouTube
Google Drive
Sheets
Slides

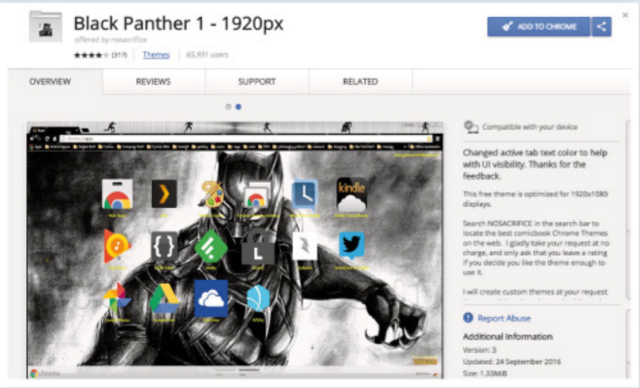
Step 2

› Click on the lower right side of the Chrome Web Store icon to open it. The web store home screen shows a selection of popular and trending themes. Roll over any of the images to read a short description. To see more details, click anywhere on the description or theme title.


Chrome Web Store - Themes
Settings
Secure | https://chrome.google.com/webstore/category/themes
Superhero sketches
Crime-fighting fan art
View all
Deadpool [FVD]
FREE
Black Panther 1 - 1920px
FREE
Deadpool Full Screen Theme
FREE
Zelda Dark
FREE
Supergirl [FVD]
FREE
JLA for the Art Lover - 1920px
FREE
Pretty patterns
Damask, floral, paisley and more
View all

Step 3

› To install a theme, click on the Add to Chrome button. Your new theme will instantly install and be present within your current Chrome Browser window. You can also share themes with others by clicking on the Share button next to the Add to Chrome button; or Launch Theme button if already installed. Choose the Share method from the list.


Black Panther 1 - 1920px
offered by nosacrifice
Themes
ADD TO CHROME
OVERVIEW
REVIEWS
SUPPORT
RELATED
Compatible with your device
Report Abuse

Changed active tab text color to help with UI visibility. Thanks for the feedback.

This free theme is optimized for 1920x1080 displays.

Search NOSACRIFICE in the search bar to locate the best comicbook Chrome Themes on the web. I gladly take your request at no charge, and only ask that you leave a rating if you decide you like the theme enough to use it.

I will create custom themes at your request

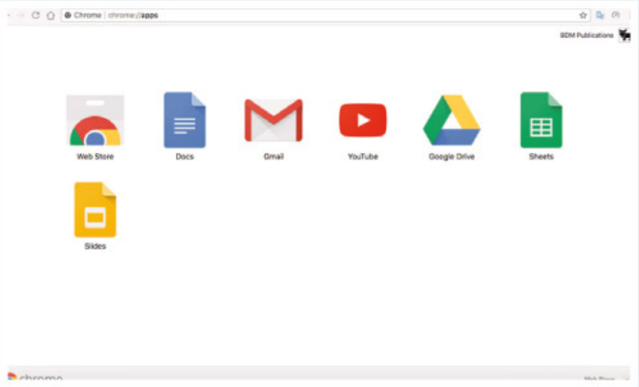
Additional Information
Version: 3
Updated: 24 September 2016
Size: 1.33MiB

Chrome Extensions

Extensions are extra features and tools that you can add to Google Chrome. Using extensions, you can customise Chrome with the features you want or need, while keeping your browser free of things that you don't. Some extensions add buttons next to the address bar to let you know about certain events. For instance, you can use the Google Mail Checker to get alerts about new emails. Some extensions act like shortcuts. For example, if you use a feed reader, the RSS Subscription Extension lets you know if there's a feed for the site you're on. Click the small icon that appears in the address bar to quickly subscribe to the feed. Here's how to find and install extensions to Google Chrome.

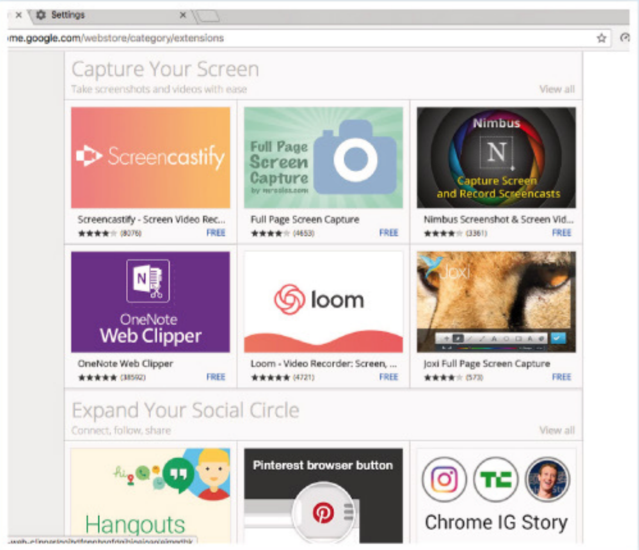
Step 1

You need to return to the Web Store, following the same process as previously covered. Once again the Apps page will be the first thing you view, displaying any apps you currently have installed. Unlike apps, extensions will not be displayed here.


Chrome | chrome://apps
BDM Publications
Web Store
Docs
Gmail
YouTube
Google Drive
Sheets
Slides

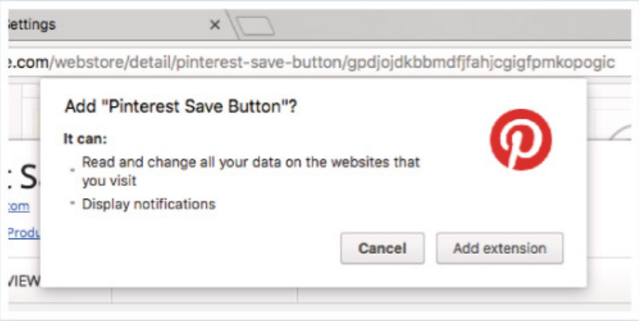
Step 2

Click on the Chrome Web Store icon to open it. The web store Home screen shows a selection of popular and trending extensions and themes. To view available extensions, click the Extensions link at top left. An extended menu will then allow you to choose a category.


Settings
me.google.com/webstore/category/extensions
Capture Your Screen
Take screenshots and videos with ease
View all
Screencastify
Screencastify - Screen Video Rec...
FREE
Full Page Screen Capture
Full Page Screen Capture
FREE
Nimbus
Capture Screen and Record Screencasts
Nimbus Screenshot & Screen Vid...
FREE
OneNote Web Clipper
OneNote Web Clipper
FREE
loom
Loom - Video Recorder: Screen, ...
FREE
Joxi
Joxi Full Page Screen Capture
FREE
Expand Your Social Circle
Connect, follow, share
View all
Hangouts
Pinterest browser button
Chrome IG Story

Step 3

Roll over any of the extension images to read a short description. To see more details, click anywhere on the description or extension title. You can then read an overview, details, reviews and see related software. To install an extension, click on the Add to Chrome button.



.com/webstore/detail/pinterest-save-button/gpdjojdkbbmdfjfahjcgigfpmkopogic

Add "Pinterest Save Button"?

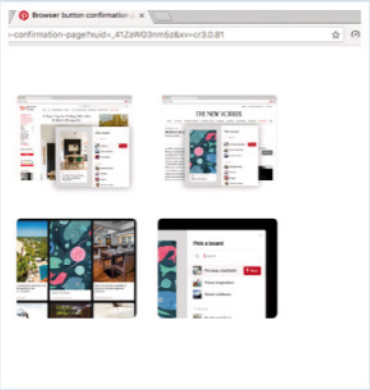
It can:

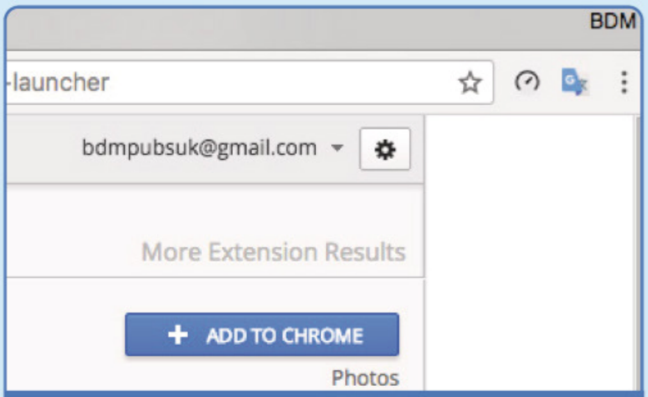
- Read and change all your data on the websites that you visit
- Display notifications

ettings
Cancel
Add extension

Step 4

When you have confirmed you wish to save it, your new extension will be downloaded and appears as a small icon at the top right of the screen. To open this simply click on the icon.


Browser button confirmation


BDM
launcher
bdmpubsuk@gmail.com
More Extension Results
+ ADD TO CHROME
Photos

Manage the Toolbar

You can rearrange and customise how the extensions are displayed in the toolbar. To rearrange the icons, simply drag extension icons next to the address bar to rearrange them on the browser toolbar. If you want to see more extension icons on the browser toolbar, you can expand the extension icon area. Click the right border of the address bar and drag it to the left. Similarly, to hide extra extensions, extend the address bar by dragging its right border to the right. You can click the arrow button next to the Chrome menu to see your extra extensions (if they display icons).

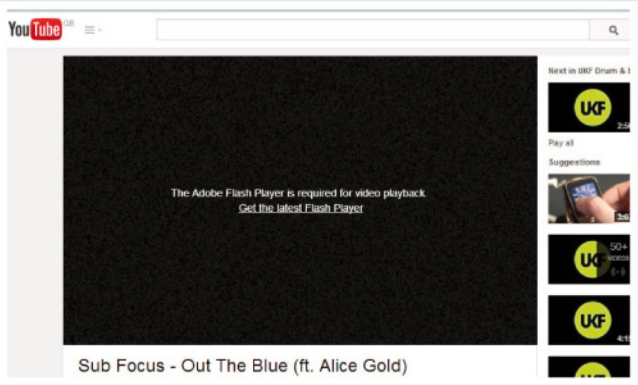
How to Use Chrome Plug-ins

Plug-ins are essential pieces of software that help the browser to read and display certain types of content. Unlike extensions, which add extra features to Chrome, plug-ins are essential to the smooth running of the browser. Here's how to check, install, block and disable plug-ins for Chrome.

Installing Plug-ins

Step 1

Assuming that you allow websites to use plug-ins, if Google Chrome detects that you're missing a particular plug-in for a page you are trying to view, you will see a prompt to install the plug-in at the top of the web page.

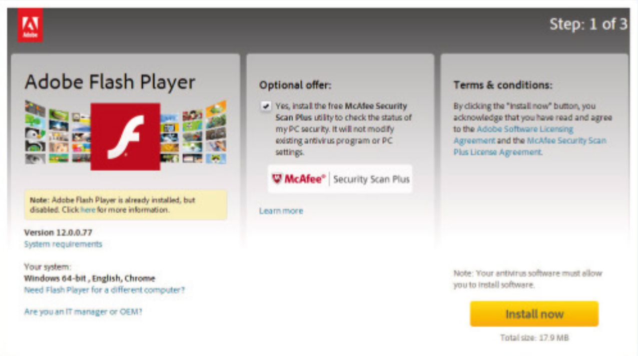

YouTube
Next in UKF Drum & I
Play all
Suggestions

The Adobe Flash Player is required for video playback
Get the latest Flash Player

Sub Focus - Out The Blue (ft. Alice Gold)

Step 2

Click Install plug-in in the message dialog. Some plug-ins begin the installation process by downloading a setup file to your computer. For those plug-ins, make sure that you confirm the download by clicking Save in the downloads bar that appears.


Step: 1 of 3
Install now

Adobe Flash Player

Note: Adobe Flash Player is already installed, but disabled. Click here for more information.

Version 12.0.0.77
System requirements

Your system:
Windows 64-bit , English, Chrome
Need Flash Player for a different computer?

Are you an IT manager or OEM?

Optional offer:

☑ Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings.

McAfee® | Security Scan Plus

Learn more

Terms & conditions:

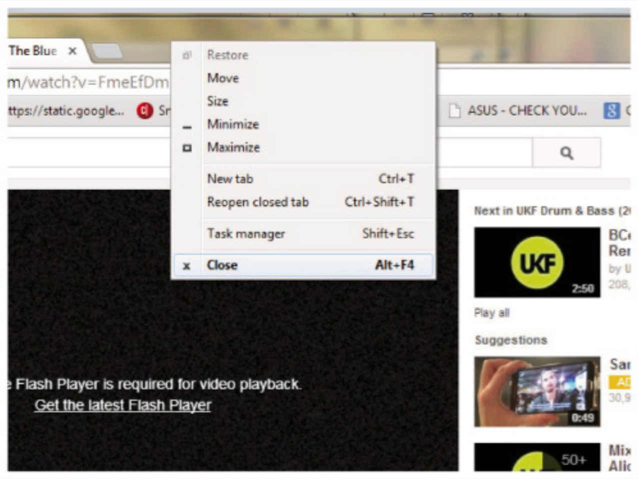
By clicking the "Install now" button, you acknowledge that you have read and agree to the Adobe Software Licensing Agreement and the McAfee Security Scan Plus License Agreement.

Note: Your antivirus software must allow you to install software.

Total size: 17.9 MB

Step 3

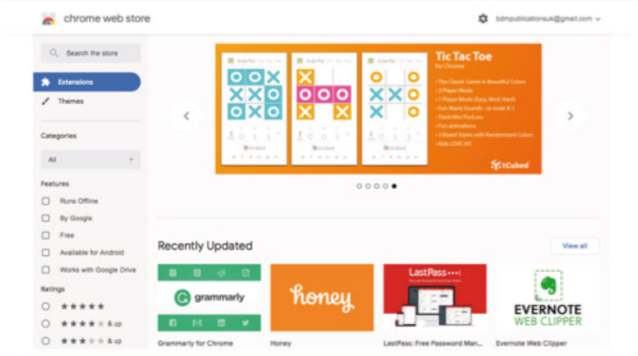
Once the download has finished, restart Google Chrome by closing all open windows to complete the installation process. This is an important step as Chrome needs to be restarted or it will continue to look for the plug-in you just downloaded.


The Blue
m/watch?v=FmeEfDm
ttps://static.google...
ASUS - CHECK YOU...
Restore
Move
Size
Minimize
Maximize
New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Task manager Shift+Esc
Close Alt+F4
Next in UKF Drum & Bass
Play all
Suggestions

Flash Player is required for video playback.
Get the latest Flash Player

Step 4

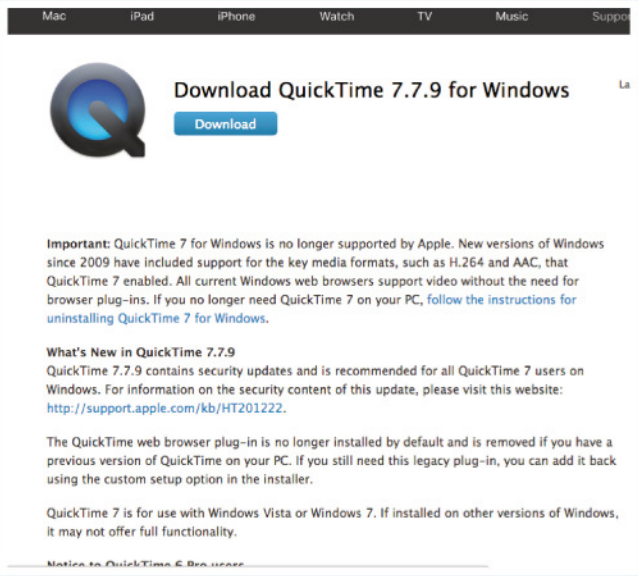
NOTE: It is not unusual that a previously installed Chrome Plug-in will require an update to enable functionality. These updates will require you to manually agree to re-install the plug-in, by downloading the new version, via the same process detailed above.


chrome web store
Search the store
Extensions
Themes
Categories
All
Features
Runs Offline
By Google
Free
Available for Android
Works with Google Drive
Ratings
Tic Tac Toe
Recently Updated
View all
grammarly
honey
LastPass
EVERNOTE WEB CLIPPER
Grammarly for Chrome
Honey
LastPass: Free Password Man...
Evernote Web Clipper

Blocking Chrome's Plug-ins

Step 1

Plug-ins are allowed by default. However, since they can occasionally be a security risk, Google Chrome blocks plug-ins that are outdated or not widely used. Examples include Java, RealPlayer, QuickTime and Shockwave. You can also block all plug-ins on a one by one basis.



Download QuickTime 7.7.9 for Windows

Important: QuickTime 7 for Windows is no longer supported by Apple. New versions of Windows since 2009 have included support for the key media formats, such as H.264 and AAC, that QuickTime 7 enabled. All current Windows web browsers support video without the need for browser plug-ins. If you no longer need QuickTime 7 on your PC, follow the instructions for uninstalling QuickTime 7 for Windows.

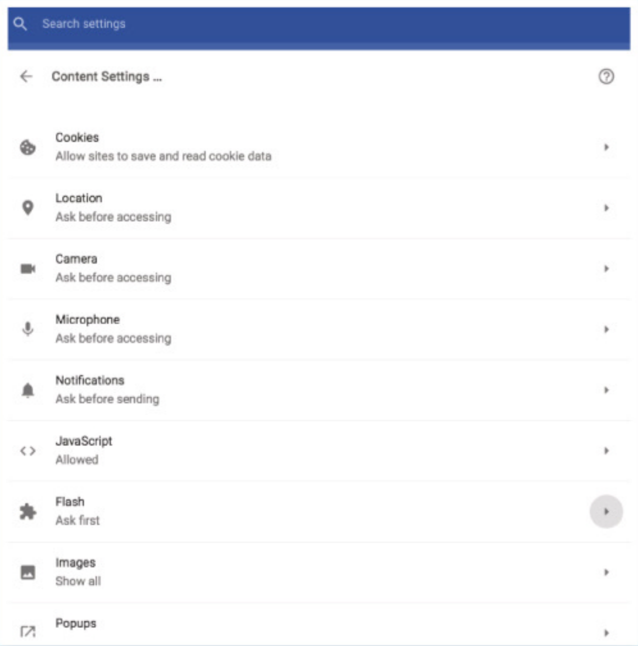
What's New in QuickTime 7.7.9
QuickTime 7.7.9 contains security updates and is recommended for all QuickTime 7 users on Windows. For information on the security content of this update, please visit this website: http://support.apple.com/kb/HT201222.

The QuickTime web browser plug-in is no longer installed by default and is removed if you have a previous version of QuickTime on your PC. If you still need this legacy plug-in, you can add it back using the custom setup option in the installer.

QuickTime 7 is for use with Windows Vista or Windows 7. If installed on other versions of Windows, it may not offer full functionality.

Step 2

To block plug-ins, click the Chrome menu and select Settings. Click Show advanced settings and in the Privacy section click the Content settings button. Click the arrow to the right of the plug-in and select which sites you wish to block from its use.



Cookies
Allow sites to save and read cookie data

Location
Ask before accessing

Camera
Ask before accessing

Microphone
Ask before accessing

Notifications
Ask before sending

JavaScript
Allowed

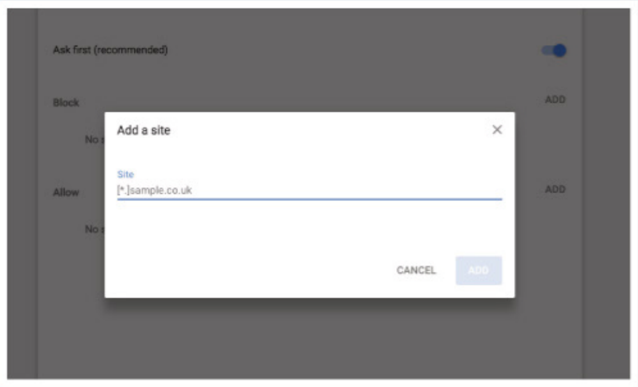
Flash
Ask first

Images
Show all

Popups

Step 3

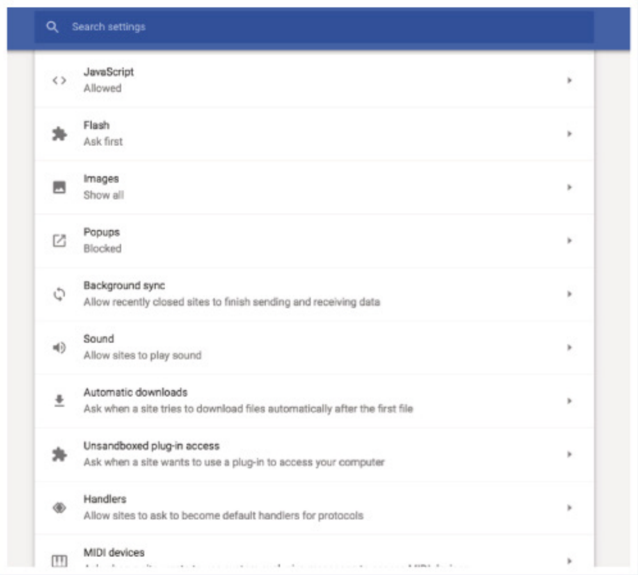
To block the website(s) that are causing you an issue with the a specific plug, such as Flash Player for example, click the Add button and enter the URL of the site that has issues and then Click Add again to complete the process.



Site
[*.]sample.co.uk

Step 4

If you have used previous versions of the Chrome browser you may notice that you are unable to completely disable a plug-in in the current Chrome build. You are able to block plug-ins as detailed here and there is no limit on the number of sites you can add to the blocked list.



JavaScript
Allowed

Flash
Ask first

Images
Show all

Popups
Blocked

Background sync
Allow recently closed sites to finish sending and receiving data

Sound
Allow sites to play sound

Automatic downloads
Ask when a site tries to download files automatically after the first file

Unsandboxed plug-in access
Ask when a site wants to use a plug-in to access your computer

Handlers
Allow sites to ask to become default handlers for protocols

MIDI devices

Chrome Plug-ins

Whether using Windows, Linux or Mac, Chrome supports many of the most popular and widely used plug-ins.

These include:

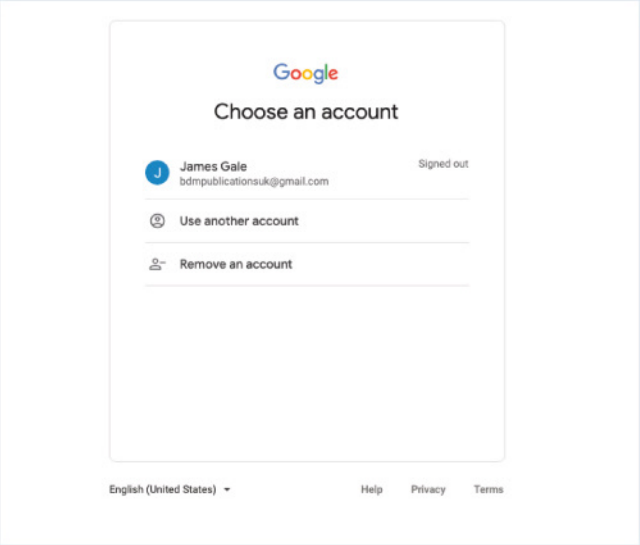
- Adobe Flash Player
- Java
- Real PlayerQuickTime
- Microsoft Silverlight
- Adobe Reader
- Windows Media Player
- QuickTime

Setting Up Chrome Autofill

Some of the most useful features of Chrome, like Chrome Autofill, are easy to set up and can make browsing the Internet a much quicker experience, particularly if you find yourself forever filling out online forms.

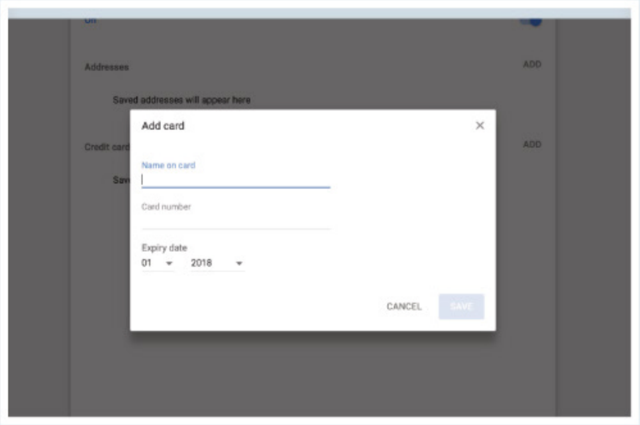
Step 1

The first time you fill out a form, Google Chrome automatically saves the contact information that you enter, like your name, address, phone number or email address, as an Autofill entry. You can store multiple addresses as separate entries.


Google
Choose an account
J
James Gale
bdmpublicationsuk@gmail.com
Signed out
Use another account
Remove an account
English (United States)
Help
Privacy
Terms

Step 2

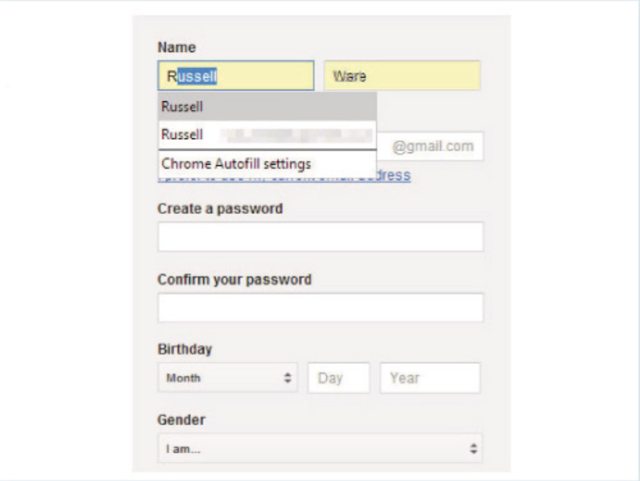
Chrome can also save your credit card information, with your permission. When you do this on a form, Chrome asks you at the top of the page whether you'd like to save the information.


Addresses
ADD
Saved addresses will appear here
Credit card
ADD
Add card
×
Name on card
Card number
Expiry date
CANCEL
SAVE

Expiry date: 01 2018

Step 3

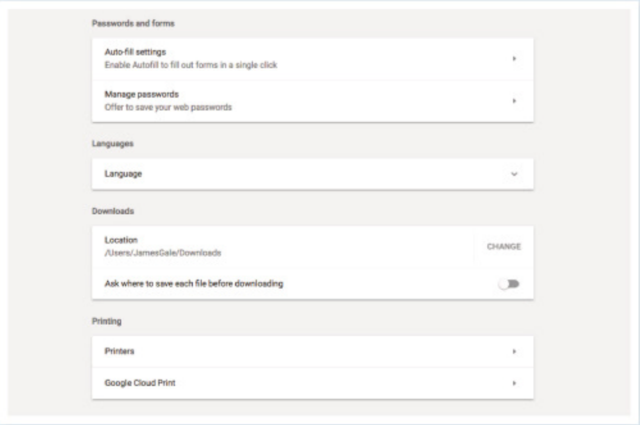
If your Chrome Autofill information is correct, you don't need to do anything more. If you have changed address recently, or some of the other information has changed, it can be frustrating for Chrome to keep suggesting the wrong info.


Name
Russell
Russell
Chrome Autofill settings
@gmail.com
dress
Create a password
Confirm your password
Birthday
Month
Day
Year
Gender
I am...

Name: Russell Ware

Step 4

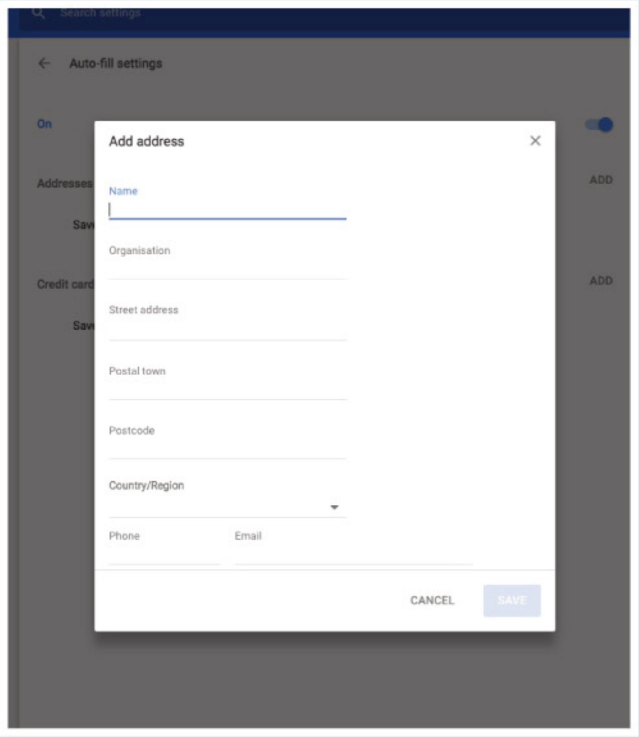
To manage your Autofill entries, open Chrome and click on the menu button in the top right corner (icon with the three dots in a column). Select Settings and then click Advanced at the bottom of the page. Find the Passwords and forms section and click Autofill settings.

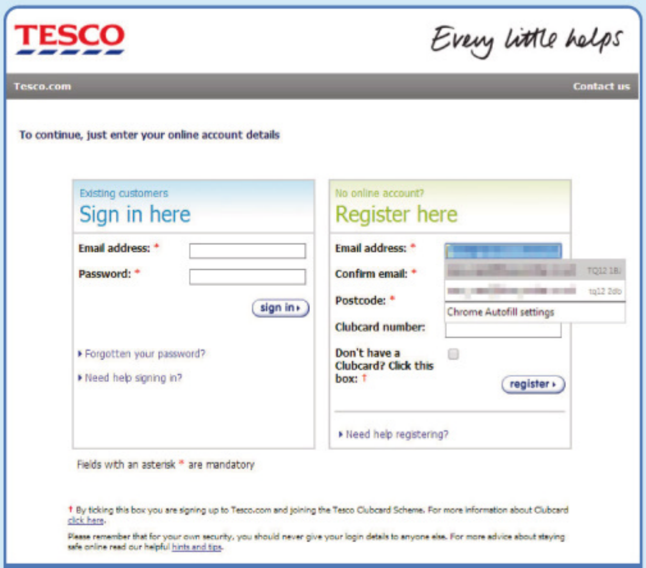

Passwords and forms
Auto-fill settings
Enable Autofill to fill out forms in a single click
Manage passwords
Offer to save your web passwords
Languages
Language
Downloads
Location
CHANGE
Ask where to save each file before downloading
Printing
Printers
Google Cloud Print

Location: /Users/JamesGale/Downloads

Step 5

❱ If you have more than one Autofill entry, click the one you want to edit and then click the Edit button that appears to the right of it. Complete or edit the information form and then click OK to finish. You can also Add a completely new address using the button here.


Search settings
Auto-fill settings
On
Addresses
Sav
Credit card
Sav
ADD
ADD
Add address
×
Name
Organisation
Street address
Postal town
Postcode
Country/Region
Phone
Email
CANCEL
SAVE


TESCO
Every little helps
Tesco.com
Contact us

To continue, just enter your online account details

Existing customers
Sign in here

Email address: *
Password: *

sign in ›

› Forgotten your password?
› Need help signing in?

No online account?
Register here

Email address: * [redacted]
Confirm email: *
Postcode: *
Clubcard number:
Don't have a Clubcard? Click this box: † ☐

[redacted] TQ12 1B
[redacted] tq12 2db
Chrome Autofill settings

register ›

› Need help registering?

Fields with an asterisk * are mandatory

† By ticking this box you are signing up to Tesco.com and joining the Tesco Clubcard Scheme. For more information about Clubcard click here.

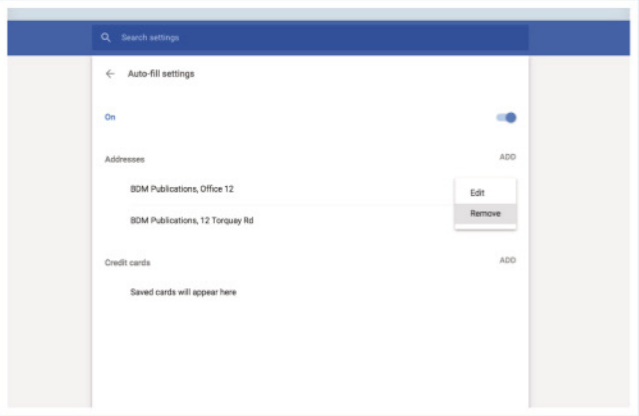
Please remember that for your own security, you should never give your login details to anyone else. For more advice about staying safe online read our helpful hints and tips.

Trusted Sites

It's important that you use Autofill only on websites you trust, as certain websites might try to capture your information in hidden or hard to see fields. Some websites prevent browsers from saving text that you've entered, so Google Chrome won't be able to complete forms on those sites.

Step 6

❱ To remove an entry, click on it in the Autofill settings and then click the X that appears to the right of the entry. If you want to disable Chrome Autofill altogether, you can do so by unchecking the box next to the option in the Chrome settings.

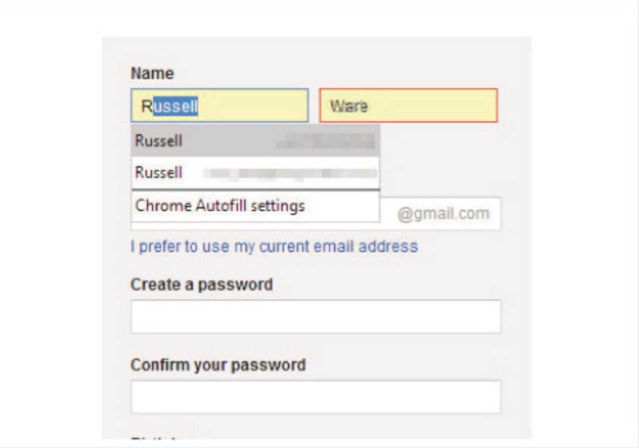

Search settings
Auto-fill settings
On
Addresses
ADD
Edit
Remove
Credit cards
ADD

BDM Publications, Office 12
BDM Publications, 12 Torquay Rd

Saved cards will appear here

Step 7

❱ Now, when you start filling out a form, the Autofill entries that match what you're typing appear in a menu. Select an entry to automatically complete the form with information from it. This allows you to have multiple entries in Autofill.


Name
Russell | Ware

Russell
Russell
Chrome Autofill settings
@gmail.com

I prefer to use my current email address
Create a password
Confirm your password

Chrome Tips and Tricks

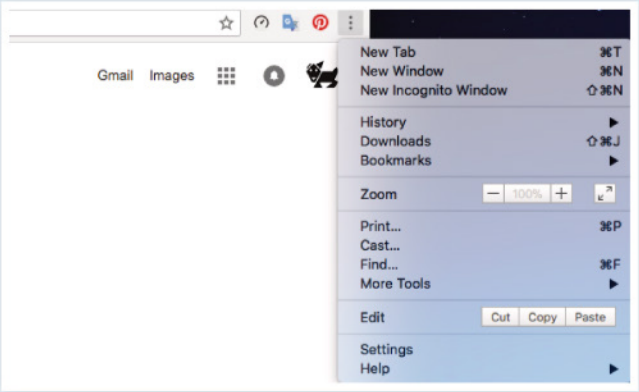
Even if you have been using Chrome for a while, there are probably dozens of tricks that you never even knew were possible. Here are a few tips and tricks to get you started.

Chrome-Casting Your Screen

Have you ever been browsing online and stumbled upon a video, or photograph, that you want to share with those around you on the big screen of your family TV? With the additional purchase of a Google Chromecast you will be able to do just that, by casting content from your Chrome browser, on your desktop or mobile devices, to your TV. The quickest way to do this, on your desktop device, is by right-clicking on the Chrome window and then clicking on "Cast". On a mobile, tap the Three dot icon, top right of the Chrome app, and tap "Cast".

Incognito Window

There are several ways to open a new incognito window for Chrome. If you have a Chrome shortcut pinned to the task bar, you can right-click it and select New Incognito Window. You can also click the Settings menu button at the top right of the browser window and select the same. The quickest way to do it however, is to use the keyboard shortcut Ctrl + Shift + N. Content displayed in an incognito window will not show up in your browser history, nor will cookies be saved.



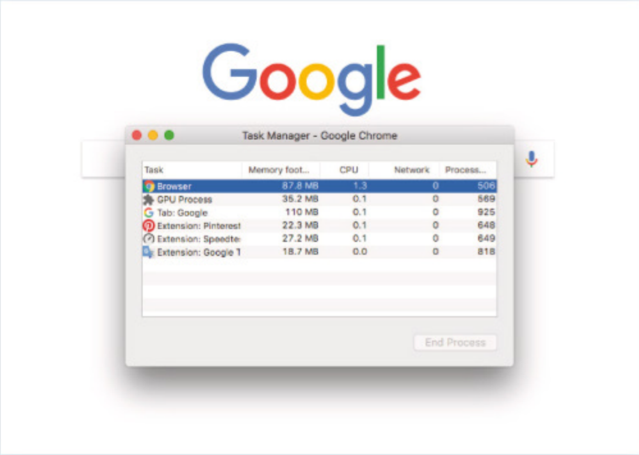
Chrome Keyboard Shortcuts

There are several useful keyboard shortcuts for Chrome. Remember that the browser window must be currently selected for these to work.

Ctrl+Shift+N	New Incognito Window
Alt+Home	Load your Home Page
Ctrl+T	Open a new tab
Ctrl+Shift+T	Open most recently closed tab
Ctrl+Tab	Scroll through open tabs
Ctrl+J	Opens your downloads screen

Chrome Task Manager

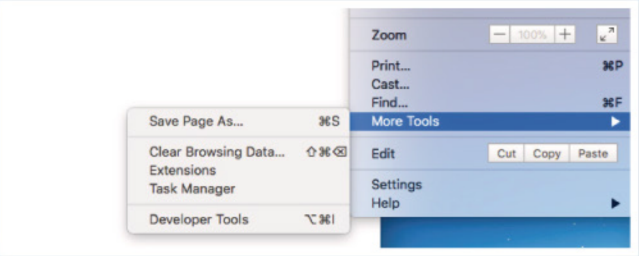
The Task Manager is a useful tool to see how much memory your currently open tabs and browser plug-ins are using. To open the task manager, right-click the top of the browser window and select Task Manager from the menu. Highlight one and click End Process to stop it running. You can also press Shift + Esc as a quicker way to bring up the Google Chrome Task Manager.



Task	Memory foot...	CPU	Network	Process...
Browser	87.8 MB	1.3	0	506
GPU Process	35.2 MB	0.1	0	569
Tab: Google	110 MB	0.1	0	925
Extension: Pinterest	22.3 MB	0.1	0	648
Extension: Speedte	27.2 MB	0.1	0	649
Extension: Google T	18.7 MB	0.0	0	818

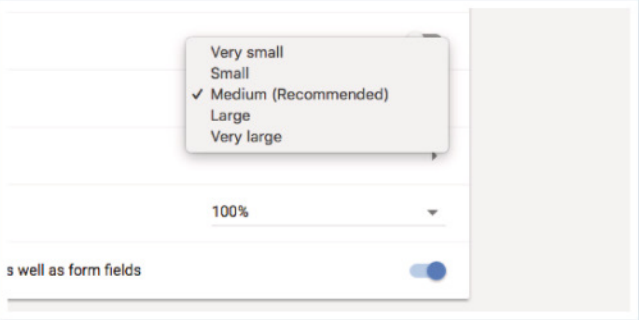
Spring Cleaning

To delete cookies, click on the menu button and go to Settings. Scroll down to the Privacy section, and click Content Settings. Now you can click Remove All or Remove Individual Cookies. To clear more data such as the Google Chrome browsing history and cache, click the Tools icon and select Clear Browsing Data. To clear the most visited websites that appear on your Google Chrome Start page, you must clear your browsing history using the method already described. Clearing your Google Chrome browser history will also stop matches from previously browsed sites appearing as suggestions in your address bar.


Zoom
100%
Print... ⌘P
Cast...
Find... ⌘F
More Tools
Edit
Cut
Copy
Paste
Settings
Help
Save Page As... ⌘S
Clear Browsing Data... ⇧⌘⌫
Extensions
Task Manager
Developer Tools ⌥⌘I

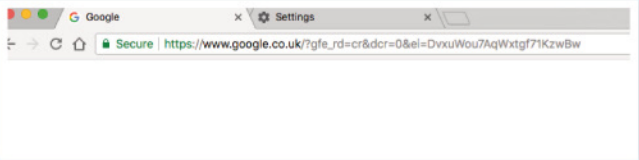
Adjust Text Size

Having trouble reading small text on a page in Chrome? No problem! Chrome lets you easily zoom both in and out, increasing or decreasing the size of both text and images. You can do this a couple of ways. The first is to click the Settings menu button and use the Zoom controls you find there. An easier way to do it is to hold Ctrl and use the scroll wheel on your mouse to zoom in and out; as you do this, a small window will pop out of the address bar to show you the level of zoom.


Very small
Small
✓ Medium (Recommended)
Large
Very large
100%
s well as form fields

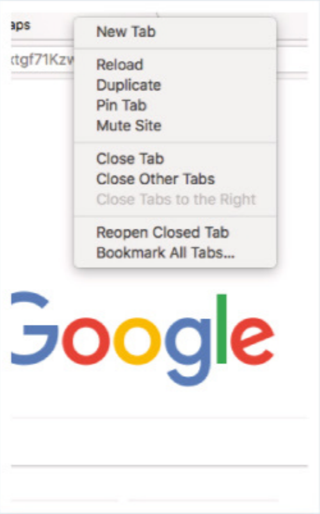
Rearrange Tabs

If you have several tabs open in Chrome, you can rearrange them easily by simply clicking on a tab and dragging it along the row to the position you want. If you want to open one of the tabs as a separate window, click on it and drag it to the desktop. Release the mouse button and a new window will open. Right-click on any tab to see the tab options menu. Here you can reload tabs, close all tabs to the right of the selected one and even reopen closed tabs (Chrome remembers the last ten closed tabs).


Google
Settings
Secure | https://www.google.co.uk/?gfe_rd=cr&dcr=0&el=DvxuWou7AqWxtgf71KzwBw

Pinning Tabs

Another useful thing you can do with tabs is pin them. Pinning tabs means that whatever is shown on the tab when it is pinned will automatically be loaded when you next open a new Chrome browser window. To pin a tab, right-click on it and select Pin Tab from the menu. Pinned tabs appear smaller in the row than unpinned tabs. To unpin a tab, simply repeat the process and select Unpin Tab from the menu.


New Tab
Reload
Duplicate
Pin Tab
Mute Site
Close Tab
Close Other Tabs
Close Tabs to the Right
Reopen Closed Tab
Bookmark All Tabs...
Google

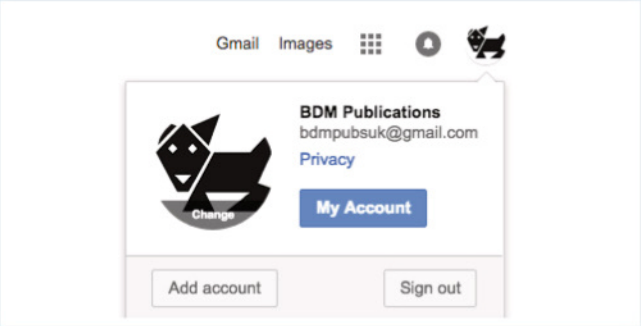
Start-up Preferences

By default, when launching a new window in Chrome, the browser displays the New Tab page, which is a blank tab with links to your most visited websites. It is possible to customise this. Click the Settings icon and select Settings. Under the On start-up section, choose the 'Open a specific page or set of pages' radio button and click the Set pages link next to it. Then, either click 'Use current pages' or type an address to set an alternative home page.

Google
Search Google or type URL
Google
Gmail
Welcome to Google...
Chrome Web Store

Syncing Chrome

With Chrome's sign in feature, you no longer need to fret about your bookmarks or apps being stuck on one computer. When you sign in to the Chrome browser or a Chrome device, your bookmarks, extensions, apps, theme and other browser preferences are saved and synced to your Google Account. You can then load these settings any time you use Chrome on other computers and devices. Signing into Chrome also makes using Google services, like Gmail, YouTube and Maps easier since you generally only need to sign in once from your browser.

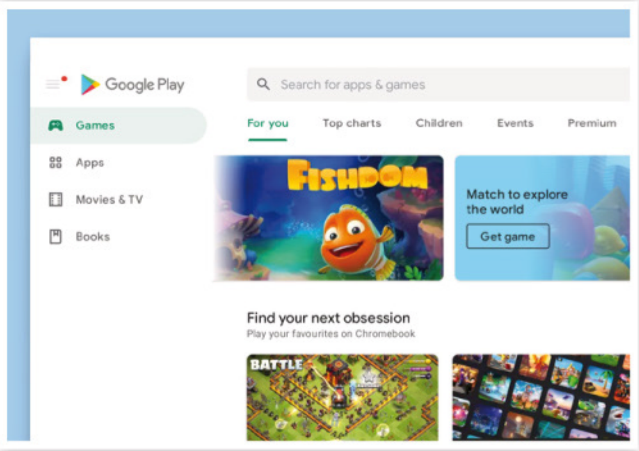

Gmail
Images
Change
BDM Publications
bdmpubsuk@gmail.com
Privacy
My Account
Add account
Sign out

Installing Apps

Naturally, you're going to want to install more apps than the current, default selection. Thankfully, and thanks to some new features of Chrome OS, the task of installing new apps is exceedingly simple; especially since we can now use the Google Play Store.

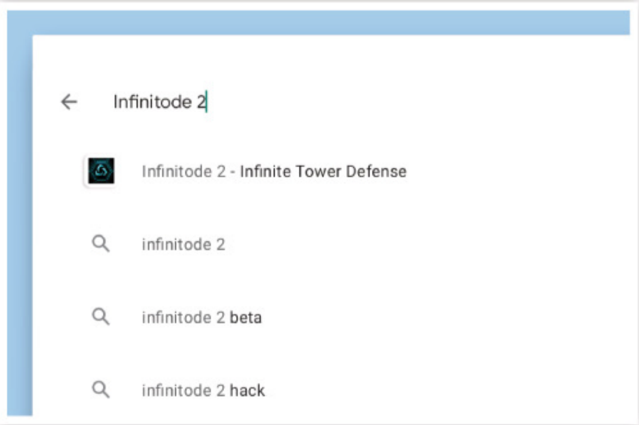
Step 1

› The only problem with install apps on a Chromebook is that you're spoiled for choice. Unless you specially know what app you want to install, you can find yourself dredging through the millions available. Start by locating the Google Play Store app on the Shelf.


Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Events
Premium
FISHDOM
Match to explore the world
Get game
Find your next obsession
Play your favourites on Chromebook
BATTLE

Step 2

› Let's install a game for our first example. In the Search bar in the Google Play Store open window, enter: Infinitode 2. Infinitode 2 is a great, new tower defence game from developer Prineside. Click on the first result in the search.

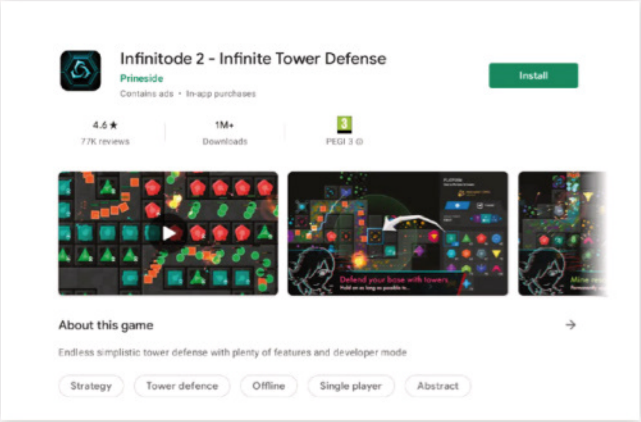


Infinitode 2

Infinitode 2 - Infinite Tower Defense
infinitode 2
infinitode 2 beta
infinitode 2 hack

Step 3

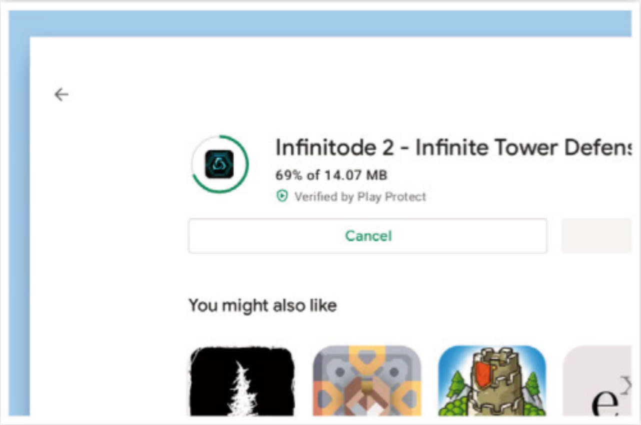
› When you click on a result, such as we've done in Step 2, information regarding the app will be displayed, including screenshots, reviews, and details on the title itself. For now, though, we just want to install it. Click on the green Install button in the top-right of the Google Play Store window.


Infinitode 2 - Infinite Tower Defense
Prineside
Contains ads · In-app purchases
Install
4.6★
77K reviews
1M+
Downloads
PEGI 3
About this game
Strategy
Tower defence
Offline
Single player
Abstract

Endless simplistic tower defense with plenty of features and developer mode

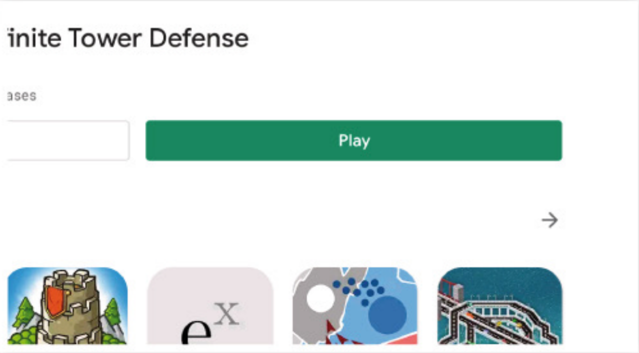
Step 4

› Installation can take anything from a few seconds to a few minutes; depending on your internet connection speed, and the size of the app you're installing. You'll get notifications as to how far into the process the install is, and when it's finally done.


Infinitode 2 - Infinite Tower Defens
69% of 14.07 MB
Verified by Play Protect
Cancel
You might also like

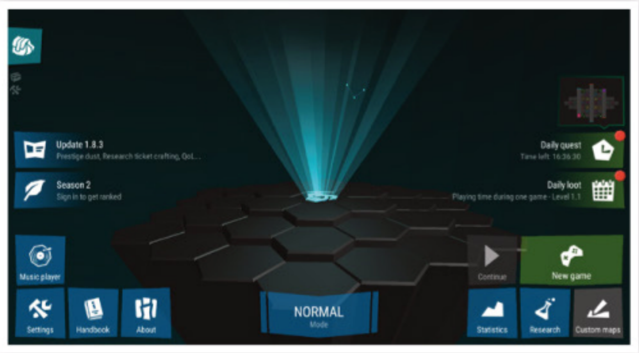
Step 5

› With the app fully installed, the green button on the app's page in the Google Play Store will now change to Play. You can click the Play button to start the app. You'll notice that, unlike an app being used on an Android tablet or phone, a Chrome OS Android app is played in a full-screen window, since it's being emulated.


inite Tower Defense
ases
Play

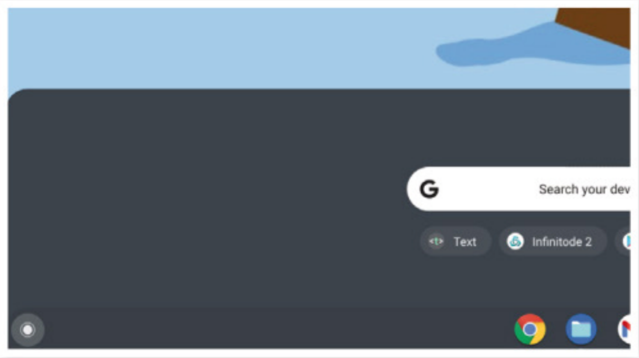
Step 6

› You'll find that most Android-native apps from the Google Play Store will work seamlessly on the Chromebook. However, some of them may not appear on-screen in the way they were originally intended. This is due to the fact that many apps are designed specifically for a phone or tablet, not the screen size of a Chromebook. Infinitode 2, however, works perfectly.


Update 1.8.3
Season 2
Sign in to get ranked
Daily quest
Daily loot
Music player
Settings
Handbook
About
NORMAL
Mode
Continue
New game
Statistics
Research
Custom maps

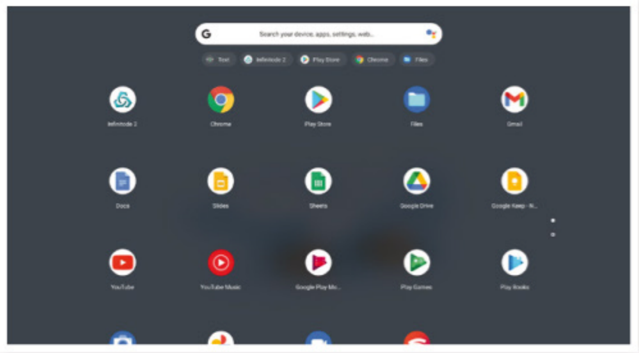
Step 7

› Newly installed apps don't default to the Chrome OS Shelf, you'll need to go hunting for them yourself. You can use 'Ok Google…' to open the app in question, or you can click the Launcher icon (in the bottom left of the desktop), then click the up-pointing arrow to display all the currently installed apps.


Search your dev
Text
Infinitode 2

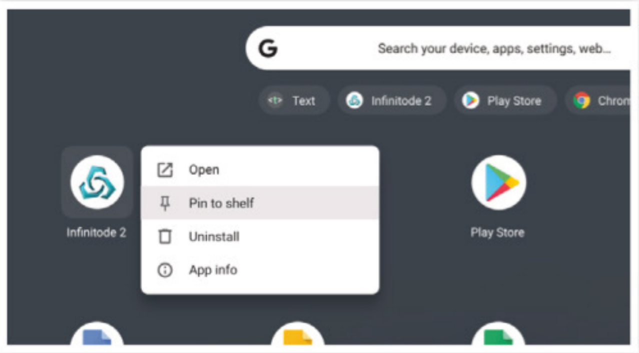
Step 8

› This new window lists all the installed and available apps on the Chromebook. By default, there are two pages, so you'll need to scroll down to view the second page. The app you've just installed should be first in the list, but we've often seen some apps appearing last. Either way, it'll be in here.


Search your device, apps, settings, web...
Text
Infinitode 2
Play Store
Chrome
Files
Infinitode 2
Chrome
Play Store
Files
Gmail
Docs
Slides
Sheets
Google Drive
Google Keep - N...
YouTube
YouTube Music
Google Play Mo...
Play Games
Play Books

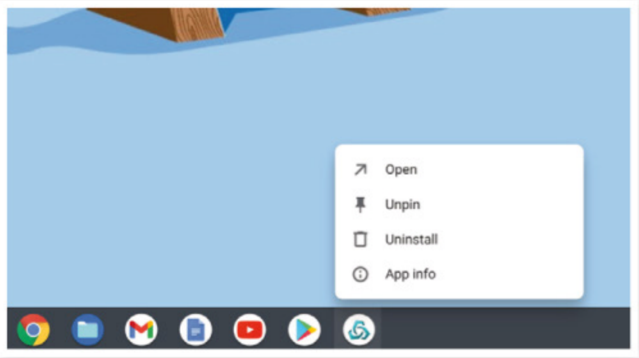
Step 9

› Opening apps via the Launcher is perfectly fine, especially if you want to keep the Chrome OS Shelf clean and clutter-free. If, though, you'd prefer the app to be available via the Shelf, then, with the full-screen Launcher open, two-finger tap and hold (the equivalent of a right-click) to bring up the context menu, and select Pin to Shelf.


Search your device, apps, settings, web...
Text
Infinitode 2
Play Store
Chron
Infinitode 2
Open
Pin to shelf
Uninstall
App info
Play Store

Step 10

› As you can see, the installed example app, Infinitode 2, is now added to the Shelf. You can tap and hold the app icon, then gently move it along the Shelf to a new position if you want. You can also two-finger tap and hold, and select Unpin to remove it from the Shelf if things are beginning to get cluttered.

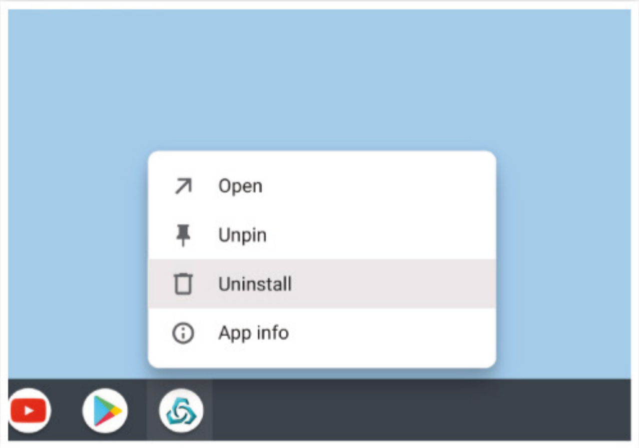

Open
Unpin
Uninstall
App info

Removing Apps

We've all been there, installed an app that looked interesting only to find that it's a complete waste of space. Removing, or uninstalling if you prefer, an app is as easy as installing one on Chrome OS. There are several ways it can be done, so let's have a look at them.

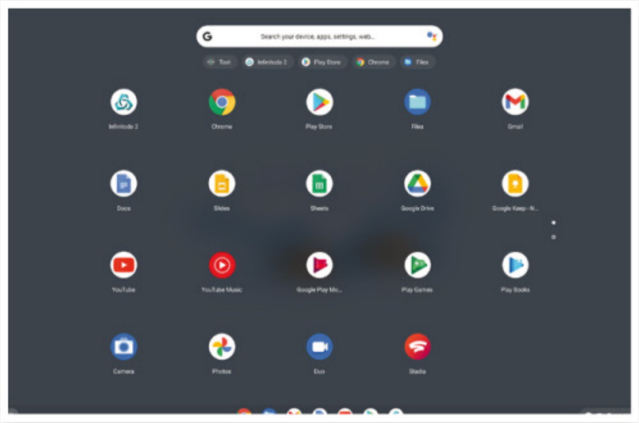
Step 1

› One of the easiest ways to remove an existing app that's currently located on the Shelf, is to simply two-finger tap and hold, then from the context menu that pops up select Uninstall. This is unobtrusively remove the app from your Chromebook.


Open
Unpin
Uninstall
App info

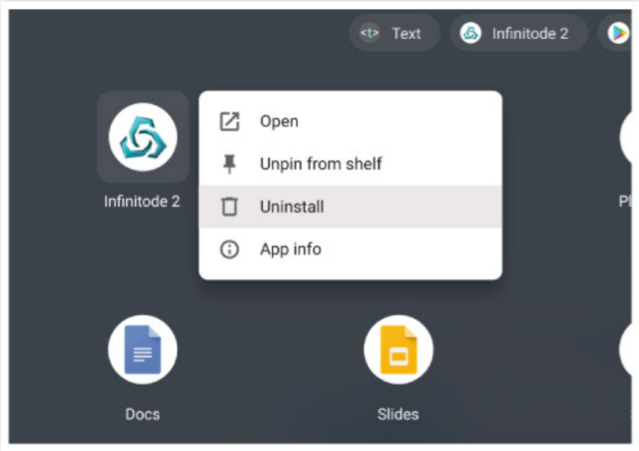
Step 2

› If, however, the app you want to remove isn't located on the Shelf. Click on the Launcher in the bottom-left of the desktop, followed by the up-pointing arrow to bring up the full-screen list of all the available apps installed on the Chromebook.



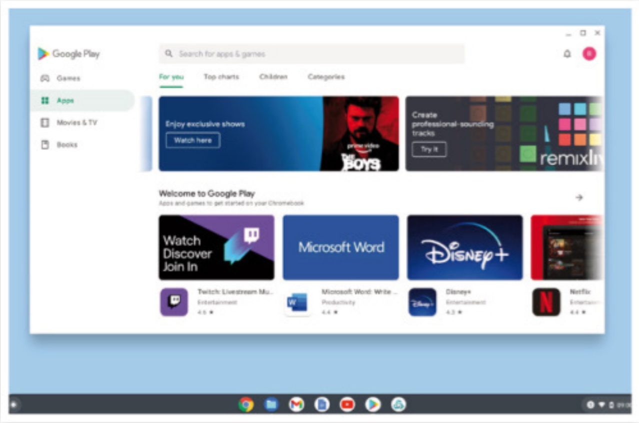
Step 3

› From the list of apps, locate the one you want to remove. Then, as with Step 1, two-finger tap and hold to bring up the context menu, and from the list select Uninstall. This will, as previously mentioned, remove the app from the system.


Text
Infinitode 2
Open
Unpin from shelf
Uninstall
App info
Infinitode 2
Docs
Slides

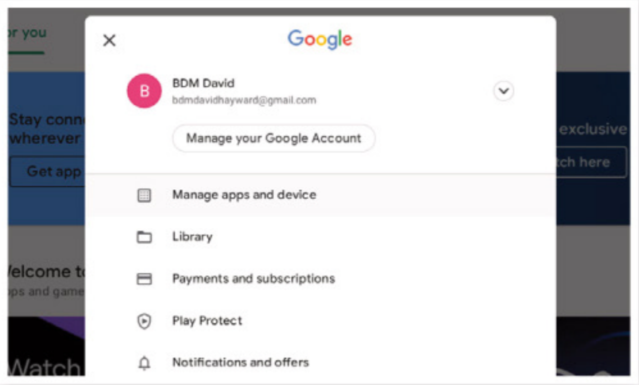
Step 4

› Another way to remove an installed app is to open the Google Play Store (by default, located on the Shelf). From within the Google Play Store, click on your Google Account icon, found in the upper-right corner of the Play Store window.


Google Play
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Categories
Enjoy exclusive shows
Watch here
Welcome to Google Play
Watch
Discover
Join In
Microsoft Word
Disney+

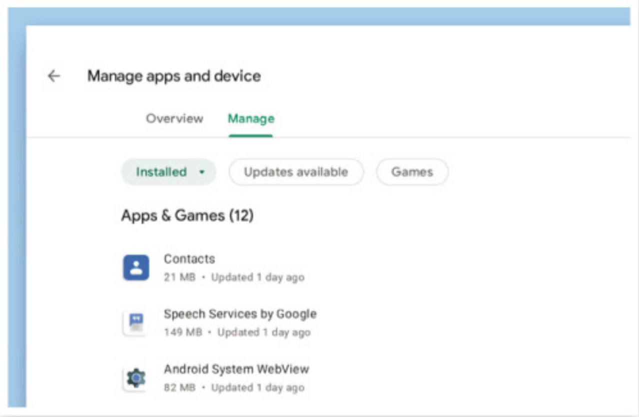
Step 5

› Clicking your Google Account icon will bring up a new pop-up window, with several options available. These options can control all aspects of your Google Account across all devices, which includes payments and subscriptions, as well as local device specifics, such as the removal of installed apps.


r you
Stay conn
wherever
Get app
elcome t
ps and game
Watch
exclusive
ch here
Google
BDM David
bdmdavidhayward@gmail.com
Manage your Google Account
Manage apps and device
Library
Payments and subscriptions
Play Protect
Notifications and offers

Step 6

› With the options from the pop-up window available, select Manage apps and device. This opens a separate window, with the default Overview tab selected. Click on the other tab, Manage, to bring up a list of the installed Apps & Games on the Chromebook.


Manage apps and device
Overview
Manage
Installed
Updates available
Games

Apps & Games (12)

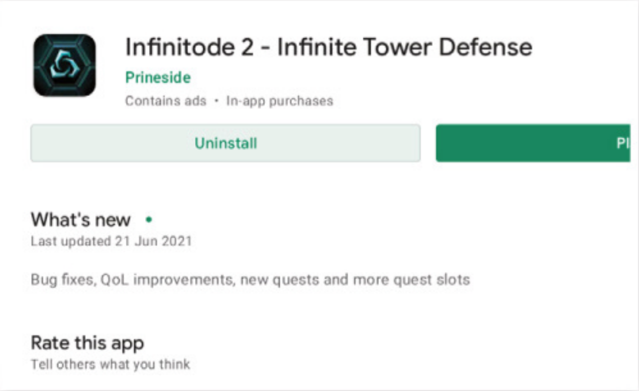
Contacts
21 MB • Updated 1 day ago

Speech Services by Google
149 MB • Updated 1 day ago

Android System WebView
82 MB • Updated 1 day ago

Step 7

› Scroll down the list until you find the app you want to remove. Click on it, and from the displayed information regarding the app, click on the Uninstall button.

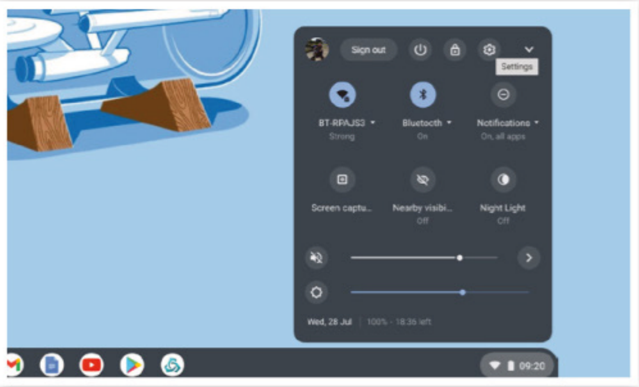

Infinitode 2 - Infinite Tower Defense
Prineside
Contains ads • In-app purchases
Uninstall
Pl
What's new
Rate this app
Tell others what you think

Last updated 21 Jun 2021

Bug fixes, QoL improvements, new quests and more quest slots

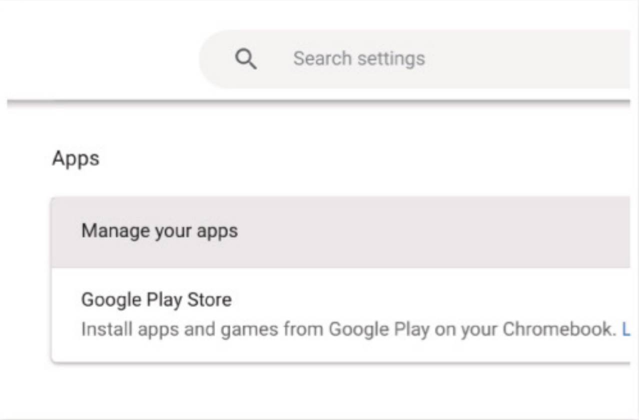
Step 8

› One final method to remove an app is to click on the power, Wifi and time icons in the bottom-right of the desktop, then look for cog icon, and click it to open the Chrome OS Setting page.


Sign out
Settings
BT-RPAJS3
Strong
Bluetooth
On
Notifications
On, all apps
Screen captu...
Nearby visibi...
Off
Night Light
Off
Wed, 28 Jul
100% - 18:36 left
09:20

Step 9

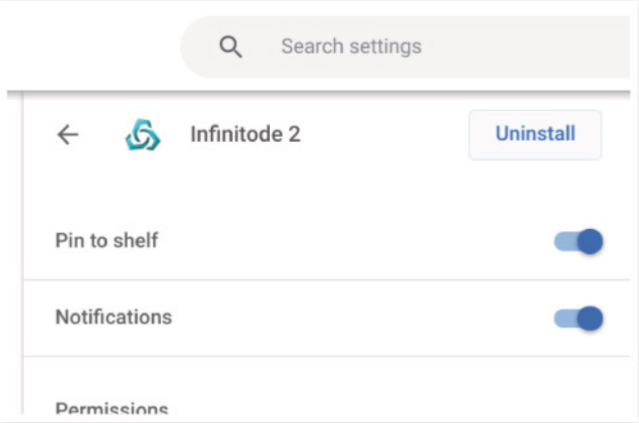
› From the Chrome OS Settings page, look to the list on the left-hand pane, and locate the Apps entry. Click it, and the main pane view will change and display two available options: Manage your apps, and Google Play Store. Select the Manage your apps option.


Search settings
Apps
Manage your apps
Google Play Store

Install apps and games from Google Play on your Chromebook. L

Step 10

› In here you'll see a list of all the all installed apps on the system. Scroll down through the list until you find the app you want to remove. Click the app in question, then from the new view, click on the Uninstall button.

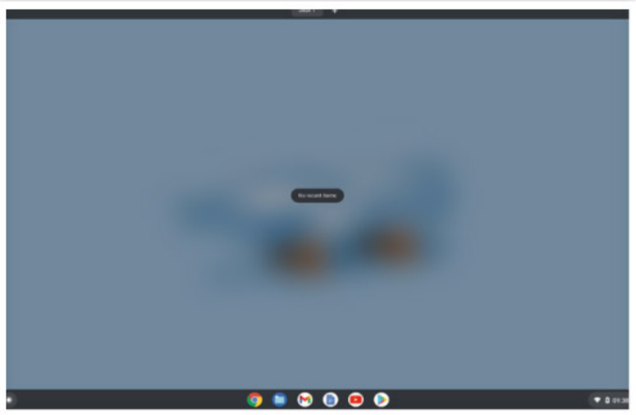

Search settings
Infinitode 2
Uninstall
Pin to shelf
Notifications
Permissions

Using Desks

Desks isa technology that's used in most modern operating systems. Essentially, it's a multi-tasking aid that enables you to create multiple virtual desktops, so you can separate work from personal, coding from word processing, and so on. Here's how to get the most from them.

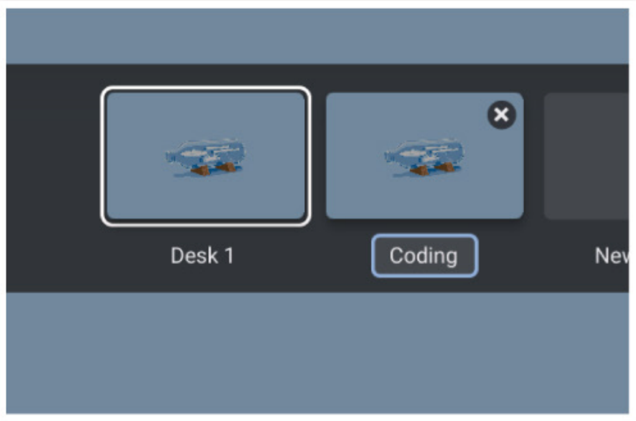
Step 1

The quickest way to create a new Desk is to simply locate, and press the Show Windows key on your Chromebook (the one that looks like:). This will display all the currently open desktops and windows.



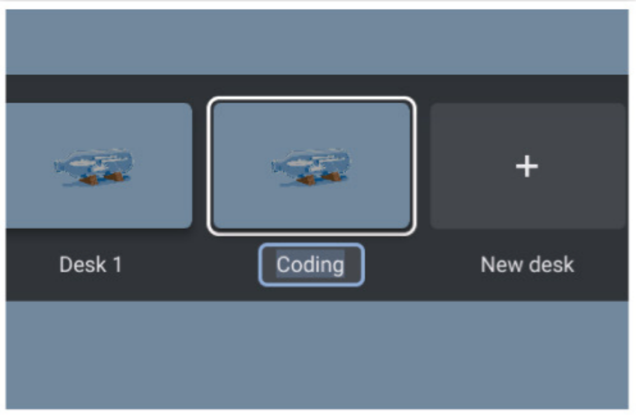
Step 2

Look to the top of the screen, you'll see a button labelled 'Desk 1' and a plus icon to the right of it. Click on the plus icon, and this will create a brand-new Desk. You'll be given the option to name the new Desk, so call it whatever you want; we've called ours 'Coding' for this example.



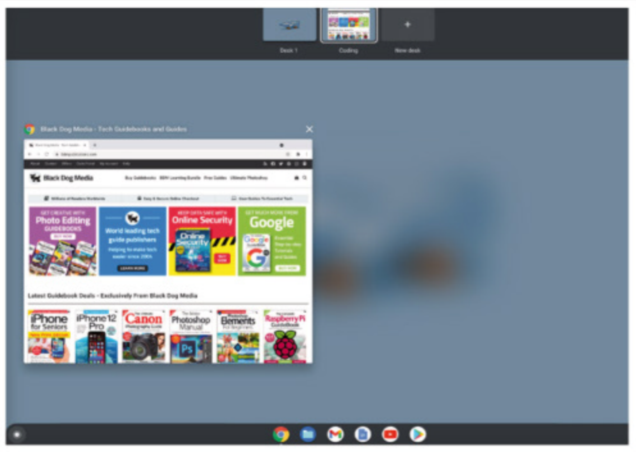
Step 3

When you want to switch to an already created Desk, hit the Show Windows key, and click on the Desk you want. You can rename Desks by clicking the Desk label. This will highlight the label, and you can start typing to rename it.



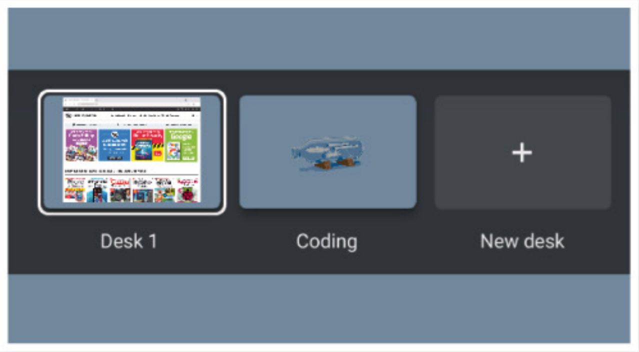
Step 4

You will notice that you can open different applications on different Desks, enabling you to easily switch between Apps and Desks. But, you can also move app windows from one Desk to another. Open an app, and Tap the Show Windows key once again.



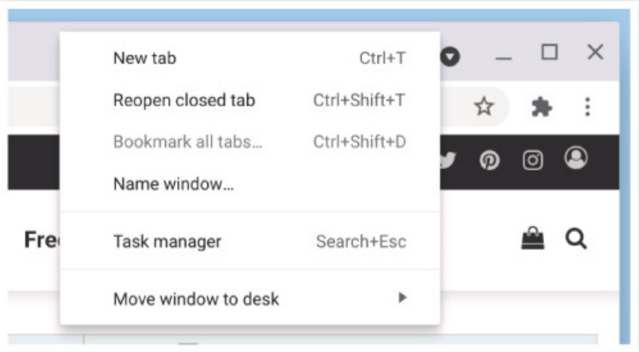
Step 5

With the Show Windows display up, click and hold on the app you want to move to another Desk, and drag it to the Desk in question. In our example, we've move the Chrome web browser from our second Desk (named Coding), to the first Desk (named Desk 1).


Desk 1
Coding
+
New desk

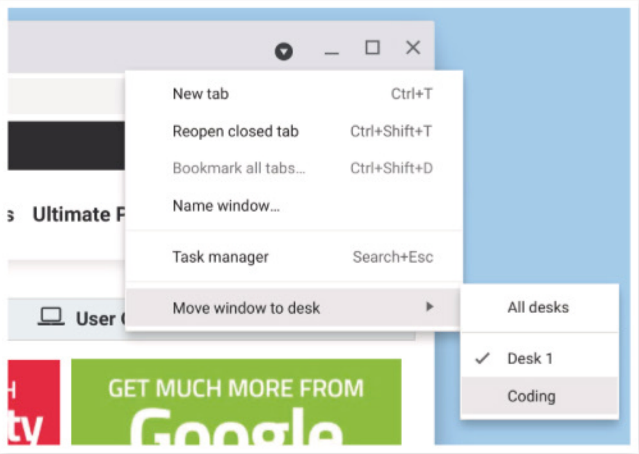
Step 6

There is another way to move an application from Desk to another – or even to display it on all current Desks. Within the normal desktop view, right-click on the top bar of the app (by holding Alt while clicking). This brings up a context menu.


New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Bookmark all tabs... Ctrl+Shift+D
Name window...
Task manager Search+Esc
Move window to desk
Fre

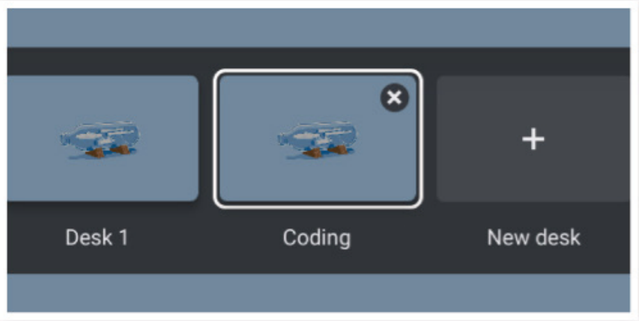
Step 7

At the bottom of the menu, hover over the Move window to Desk option, and this will expand into a sub-menu. From here, you can click on the Desk the want the app to be moved to, or you can opt to have it appear on all the available Desks.


New tab Ctrl+T
Reopen closed tab Ctrl+Shift+T
Bookmark all tabs... Ctrl+Shift+D
Name window...
Task manager Search+Esc
Move window to desk
All desks
Desk 1
Coding
Ultimate F
User
GET MUCH MORE FROM
Google

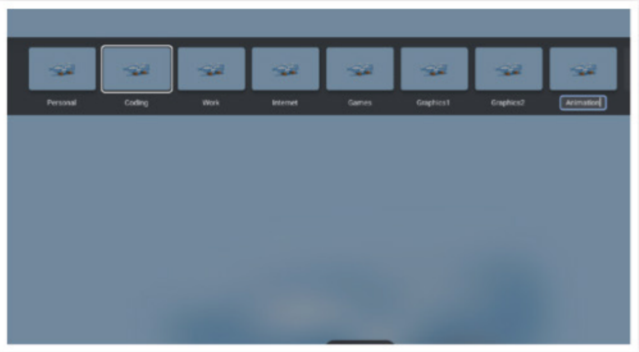
Step 8

You can just as easily remove, or delete, a Desk as creating one. Tap the Show Windows key again, and move the mouse pointer over the Desk you want to remove. When it's highlighted, you'll see a small 'x' icon in the upper-right corner of the Desk. Click this to remove the Desk. All opened apps on the Desk to be removed will move to the Desk on the left or right.


Desk 1
Coding
+
New desk

Step 9

You can currently create up to eight Desks with Chrome OS, however, with more updates that could increase to sixteen. It wasn't that long ago that you could only create four Desks, so expect more in the future.


Personal
Coding
Work
Internet
Games
Graphics1
Graphics2
Animation

Keyboard Shortcuts

There are a number of shortcut keys available to help manage Desks on a Chromebook. Some of these may differ, depending on the make and model of your Chromebook.

- **Create a new desk:**
  Press **Search** + **Shift** + **=**.
- **Switch to a different desk:**
  Press **Search** + [or] (left or right square bracket).
- **Move a window to a different desk:**
  Press **Shift** + **Search** + [or].
- **View all windows in your desk:**
  Press **Alt** + **Tab.**
- **View a different window in your desk:**
  Hold **Alt** and press **Tab.**
- **View a different window in your current desk:**
  Select **Current desk.**
- **View windows across all desks:**
  Select **All desk**

Working with a Chromebook

You can be forgiven for thinking that a Chromebook is really just an elaborate tablet, capable really of only viewing social media, playing some games, watching the occasional YouTube video and looking up who the actor is in the show you're watching. But there's more to it than that.

Chromebooks contain a little bit of everything, yes they're great for doing all of the above, but they're also wonderful little workhorses, and with the right selection of installed apps they could easily replace a standard Windows laptop or MacBook as your go to workstation.

Versatility vs Power

› A Chromebook's advantage lies in its versatility. There's something for everyone here, from the standard Word and Microsoft Office user, through to the digital editor, avid gamer, and even developers.

The disadvantage is the Chromebook's lack of raw processing power. Take a Windows laptop, for example, even one of the mid-range varieties, and they will wipe the floor with a Chromebook when it comes to the speed of the process, capabilities of graphics, size and speed of memory and the amount of storage available. This level of processing power is what will drive most power users to stay with their tried and tested, traditional laptops – be they Windows 10 or MacBook.

However, what the Chromebook may lack in oomph, it certainly makes up for with a great combination of available tools, security, and a platform that's cutting edge. The always-working-online aspect isn't so much of a worry these days as it was then the Chromebook first emerged. These days home internet speeds are more than enough to cater for large file transfers, and there's more

than ample 5G and the like coverage to cope with those who work on the move. In many ways it's like owning a sports car. Yes, it looks fantastic, it's engineering perfection, powerful and fast, but in reality, it's not particularly practical. And you can do just as much (minus the going really, really fast bit) with a lesser priced, lesser powered car. Of course, in the end, the choice is yours, but don't discount a Chromebook just because its hardware specifications aren't a match for a power user laptop.

Anything you can do, I can do better…

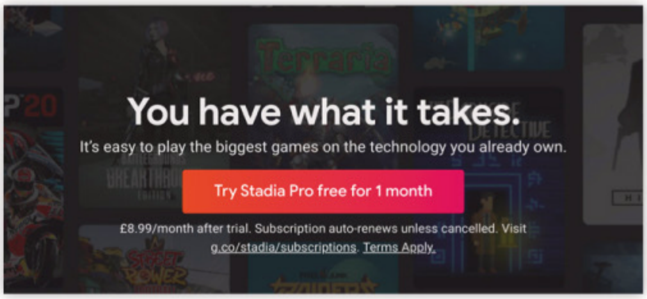
Well, in terms of a Chromebook, maybe not better, but perhaps just as well. It's worth breaking down some of the more popular aspects of modern computing, and seeing how a Chromebook would fare next to something like a Windows 10/11 laptop.

Your uses may differ, but there's always some basic crossover involved. For example, someone who spends all day writing documents for work may not want to do any gaming on their computer in their free time, but they may like watching the latest movies on one. Likewise, an avid gamer may not have any need to do any coding or development work, but a recently released game could enable modifications through some low-level code, which may mean they'll dip their toes into the world of programming.

Either way, here's a break down of some of the more popular uses for a modern computer, and where the Chromebook would fit in nicely.

Gaming

› Let's get to the fun stuff first, gaming. Gaming on a Chromebook is surprisingly vast, probably more so than on a traditional Windows PC. You have several options available to you for gaming on a Chromebook: via the Google Play Store (Android gaming), as a web application via the Chrome browser, or as a streaming device with the likes of Google Stadia, or even playing Steam (PC) games through the Steam Link app.



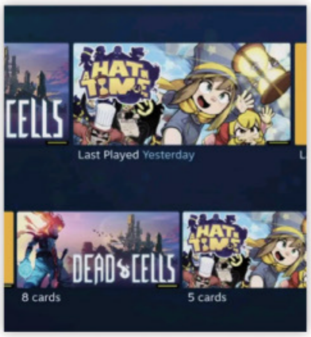
You have what it takes.

It's easy to play the biggest games on the technology you already own.

Try Stadia Pro free for 1 month

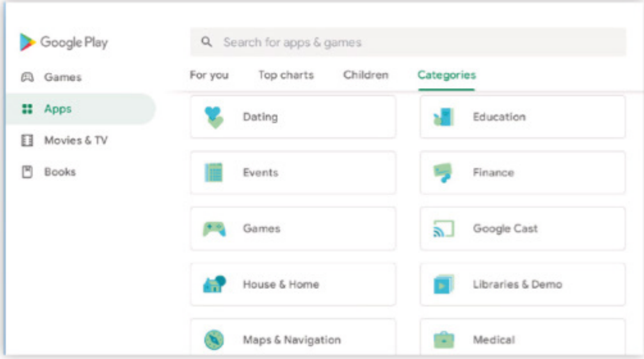
£8.99/month after trial. Subscription auto-renews unless cancelled. Visit g.co/stadia/subscriptions. Terms Apply.

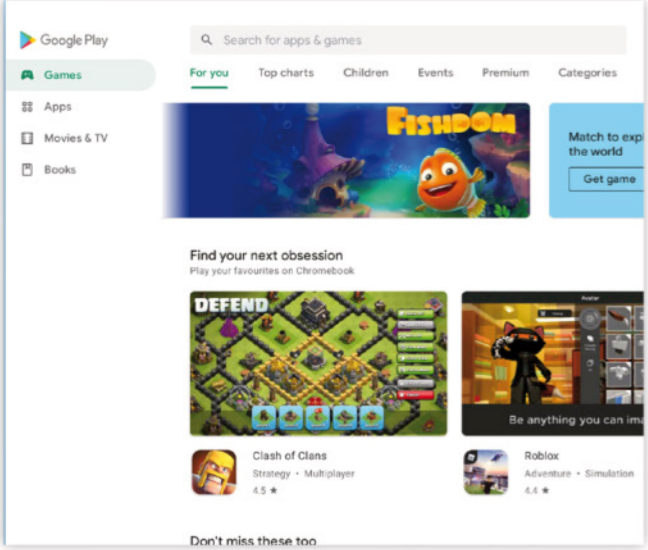
RUNESCAPE
The Free to Play Fantasy MMORPG Game
CREATE ACCOUNT
DOWNLOAD
THE WORLD'S
MOST POPULAR
FREE TO PLAY MMORPG


CELLS
HAT IN TIME
Last Played Yesterday
DEAD CELLS
8 cards
5 cards

The Google Play Store

› Open the Google Play Store on your Chromebook, go to the Categories tab, and select Games from the list. Within here you'll have an enormous selection of titles, from the likes of Candy Crush through to Terraria, Fortnite, Minecraft, Call of Duty Mobile and more.


Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Categories
Dating
Education
Events
Finance
Games
Google Cast
House & Home
Libraries & Demo
Maps & Navigation
Medical


Google Play
Search for apps & games
Games
Apps
Movies & TV
Books
For you
Top charts
Children
Events
Premium
Categories
FISHDOM
Match to exp
the world
Get game
Find your next obsession
Play your favourites on Chromebook
DEFEND
Be anything you can im
Clash of Clans
Strategy • Multiplayer
4.5 ★
Roblox
Adventure • Simulation
4.4 ★
Don't miss these too

The selection of titles does contain some stinkers, but then so does the Steam library of games. In a selection of 480,000 gaming apps – as surveyed by Statista for Q1 2021 – you're going to get some you won't like, but at the same time, that leaves an awful lot of potential titles that you will enjoy.

Web Apps

Since the demise of Flash, HTML5 gaming has become the norm, and with it a new generation of top-quality games that are playable directly from your Chrome browser. True, you don't need a Chromebook in order to enjoy web-based gaming, as any platform with a Chrome browser installed can do the job, but the Chromebook is what we're looking at here.

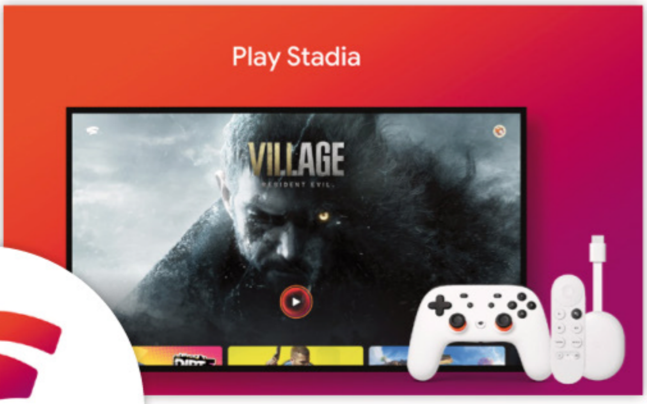
It's not just modern gaming titles that are in the mix when it comes to web-based gaming. There are countless sites out there that deal with retro gaming. These sites normally host a form of online emulator, with access to ROMs belonging to the system that's being emulated. Now, just as a word of caution, some of these sites aren't legally supposed to be hosting the gaming ROMs. There's nothing to stop you from visiting such as site and playing on the retro game, and to be fair you probably wouldn't know if the ROM was being hosted legally or not, but just so long as you are aware.

Game Streaming

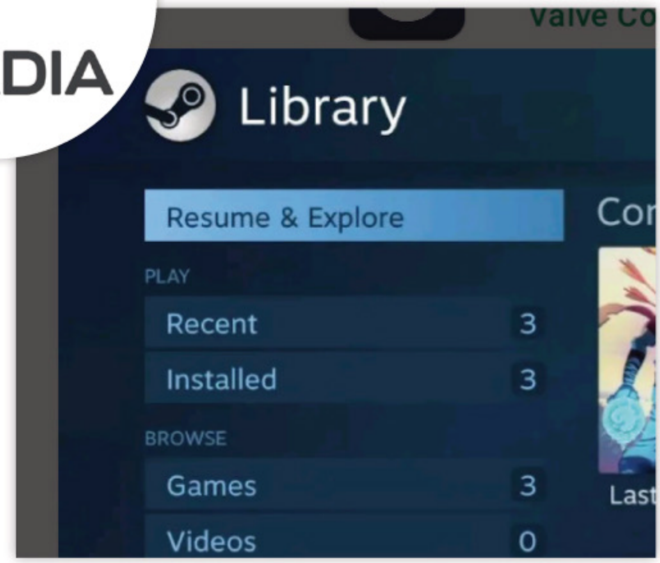
The Google Stadia had something of a shaky start to its life when it was released back in November 2019. However, the platform has improved greatly in that time, with more titles available and a better handle over the bandwidth used when gaming.

Beyond the Stadia, Valve's Steam Link app will enable you to stream games from your PC's connection to your Steam account, directly to the Chromebook; providing it's on the same network as your gaming PC. This naturally opens up a wealth of options for the PC gamer, as they can hook up their Chromebook to the big screen TV, attach a keyboard and mouse, and play their top-end gaming titles from the comfort of the living room.

Other streaming options will eventually arise, such as Amazon's, for the Chromebook over the coming years. The only issue that will arise when streaming games via the Chromebook is one of bandwidth. Even on a local network, the amount of data that's needed to stream a top-end gaming title from one machine to the next is huge. Using a wired connection cuts out most of the issues relating to lesser bandwidth, but the problem is most Chromebooks don't offer a hard wired, Ethernet port as part of their hardware specifications. You could use a USB C to Ethernet adapter, which will improve things slightly, but otherwise you'll need to ensure that you have best possible Wifi connection available.



STADIA



Productivity

❱ We all need some form of productivity tool on our computer. Whether it's Microsoft's Office suite, or one of the many free, open-source office alternatives, nearly everyone will at some time have to write something, look at a spreadsheet or do some form of basic desktop publishing.

You would think that a PC or Mac would own the world of productivity, but as recent events have shown, we don't need to install the latest office tools locally to out hard drives in order to do any work; be that homework, study, or coming up with a presentation for work.

Office 365

❱ One of Microsoft's biggest moves in recent years was making its Office 365 suite available online. Students and workers alike could work seamlessly online, within their company, school or college online environment, all through Microsoft's Office portal during the COVID-19 lockdown.

Word, PowerPoint, Excel, Teams, OneDrive, Outlook, Skype and more are all available online; and these are proper working versions, too. What's more, as you're working within the OneDrive environment, anything you create or modify is saved in the cloud, so it's safe in case something goes wrong with the Chromebook, or you lose the internet connection.

Calendar
Excel
Family Safety
Forms
Office
OneDrive
OneNote
Outlook
People
Power Automate
PowerPoint
Skype

If, though, you want a Microsoft Office compatible suite that's installed locally on the Chromebook, then look no further than LibreOffice, the open-source productivity suite for Android.

LibreOffice
The Document Foundation

Alternatively, Microsoft have released versions of Word, Excel and more for Android. And, let's not forget the whole Google Docs setup, which is available by default on a Chromebook.

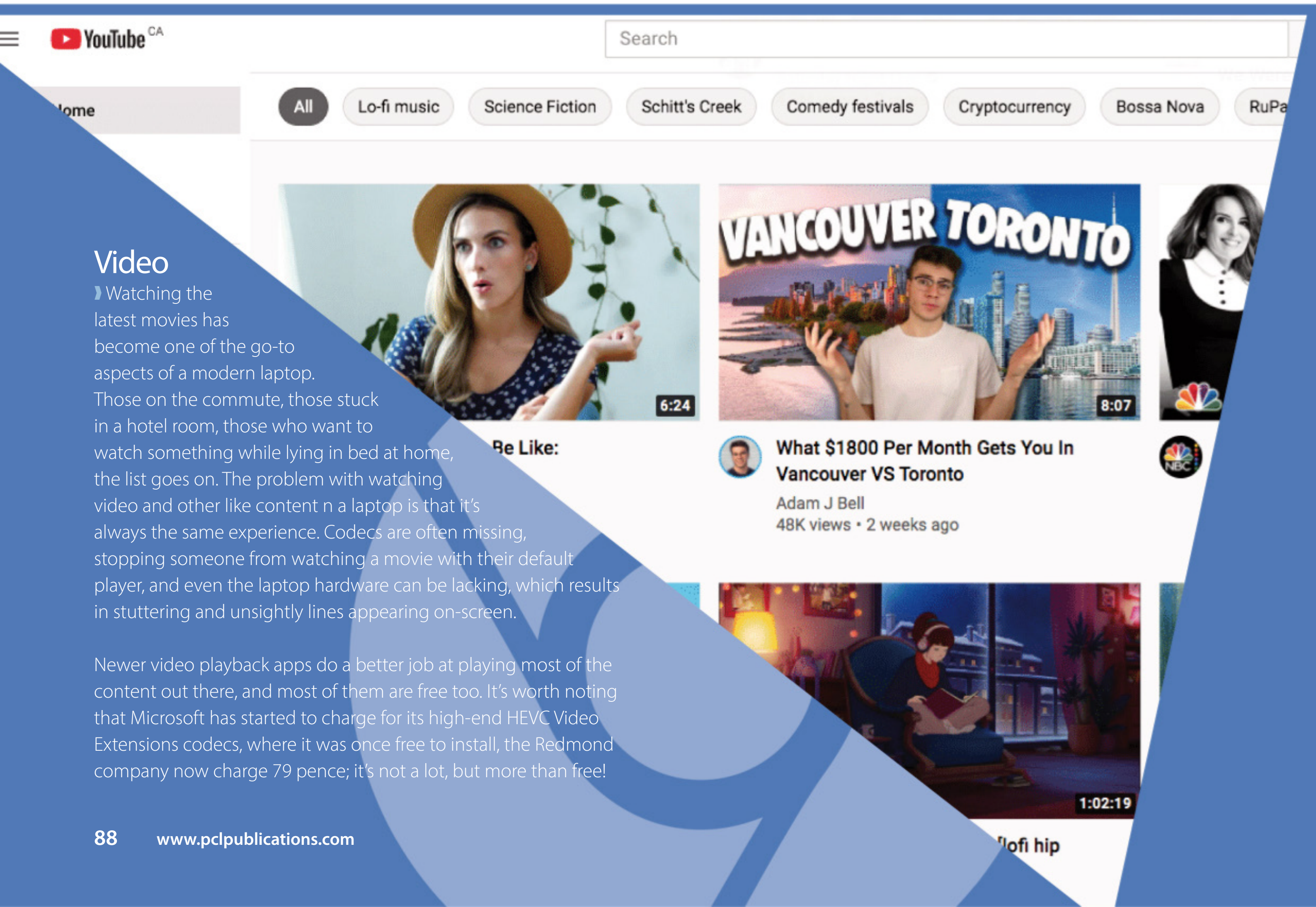
There's a huge amount of choice available for those who need Office-like productivity on their Chromebook, and it's improving by leaps and bounds rapidly.

Calendar
Today
October 2021
November
US 7:44

Video

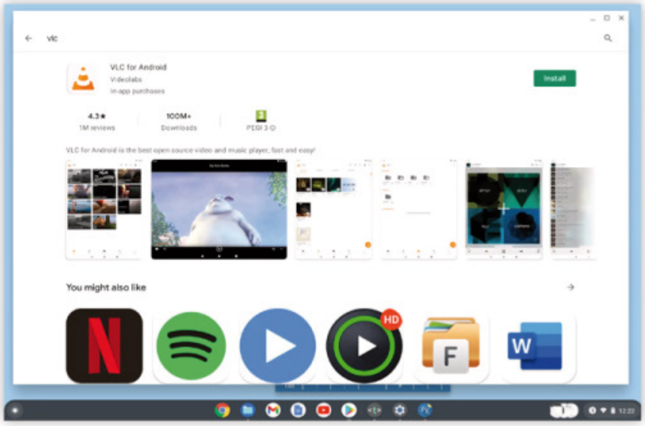
❱ Watching the latest movies has become one of the go-to aspects of a modern laptop. Those on the commute, those stuck in a hotel room, those who want to watch something while lying in bed at home, the list goes on. The problem with watching video and other like content n a laptop is that it's always the same experience. Codecs are often missing, stopping someone from watching a movie with their default player, and even the laptop hardware can be lacking, which results in stuttering and unsightly lines appearing on-screen.

Newer video playback apps do a better job at playing most of the content out there, and most of them are free too. It's worth noting that Microsoft has started to charge for its high-end HEVC Video Extensions codecs, where it was once free to install, the Redmond company now charge 79 pence; it's not a lot, but more than free!


YouTube CA
Search
Home
All
Lo-fi music
Science Fiction
Schitt's Creek
Comedy festivals
Cryptocurrency
Bossa Nova
RuPa
6:24
Be Like:
VANCOUVER TORONTO
8:07
What $1800 Per Month Gets You In Vancouver VS Toronto
Adam J Bell
48K views • 2 weeks ago
1:02:19
lofi hip

VLC Player

› VLC for Android is freely available via the Google Play Store, and while it may not be the greatest media player in existence, it's one that is capable of playing pretty much every video that's out there. It's also freely available for PC, but having it on the lighter, more mobile Chromebook enables users to enjoy a wider range of content without resorting to their traditional laptops. It'll play streamed content, as well as content from external sources such as NAS devices and Windows network shares.


vlc
VLC for Android
Videolabs
In-app purchases
Install
4.3★
1M reviews
100M+
Downloads
PEGI 3
VLC for Android is the best open source video and music player, fast and easy!
You might also like

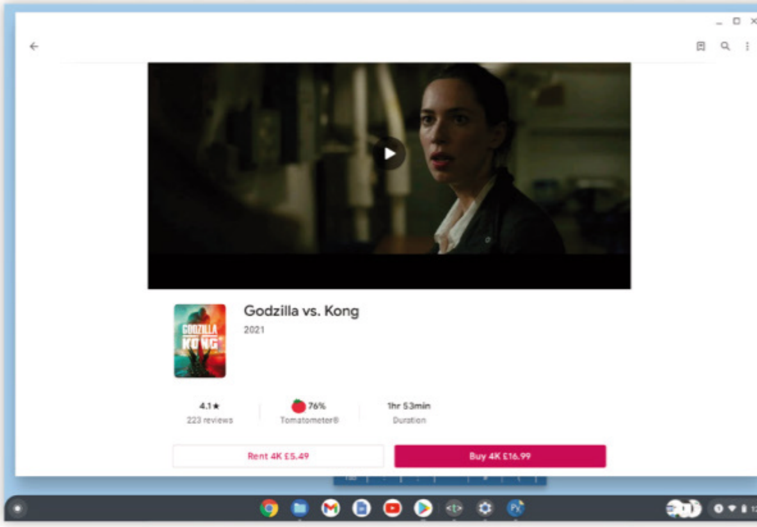
YouTube

› Let's not forget that YouTube is built directly in to Chrome OS. It's available on the Shelf by default, and with it you're able to watch all the latest content, including movies you can rent or buy directly from YouTube.

YouTube
YouTube

Google Play

› Video content is also available to rent and buy directly from the Google Play Store, with options up to 4K quality too. Hook your Chromebook up to the TV for the big screen entertainment, or simply watch it under the cover late at night with the headphones in. There's something for everyone when it comes to watching movies on a Chromebook.


Godzilla vs. Kong
2021
4.1★
223 reviews
76%
Tomatometer®
1hr 53min
Duration
Rent 4K £5.49
Buy 4K £16.99

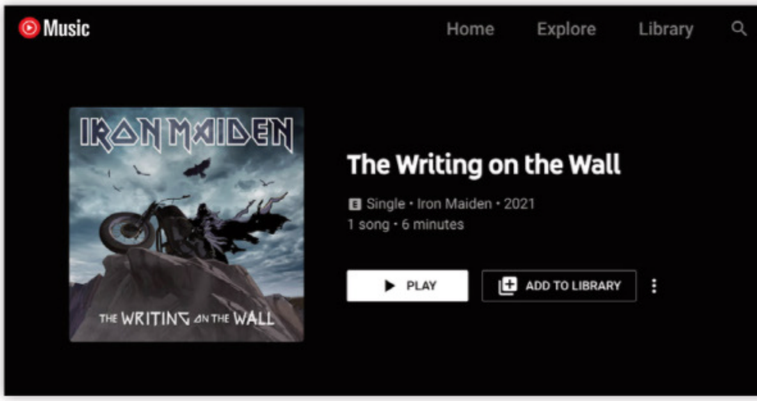
Netflix and the Like

› As you probably assume, Netflix, Prime video and the like are also available via the Google Play Store. Installing this on to your Chromebook opens up even more opportunities to watch content, from wherever you're able to get an internet connection; download the content and you watch it anywhere.

Music

› To add to the above video, music is also handled perfectly from within Chrome OS. Not only is there YouTube Music already built-in, but the Google Play Store has countless options, and if you also use Spotify, you can utilise the power of the Google Assistant to ask for tracks, albums musicians and so on, and it'll play it.

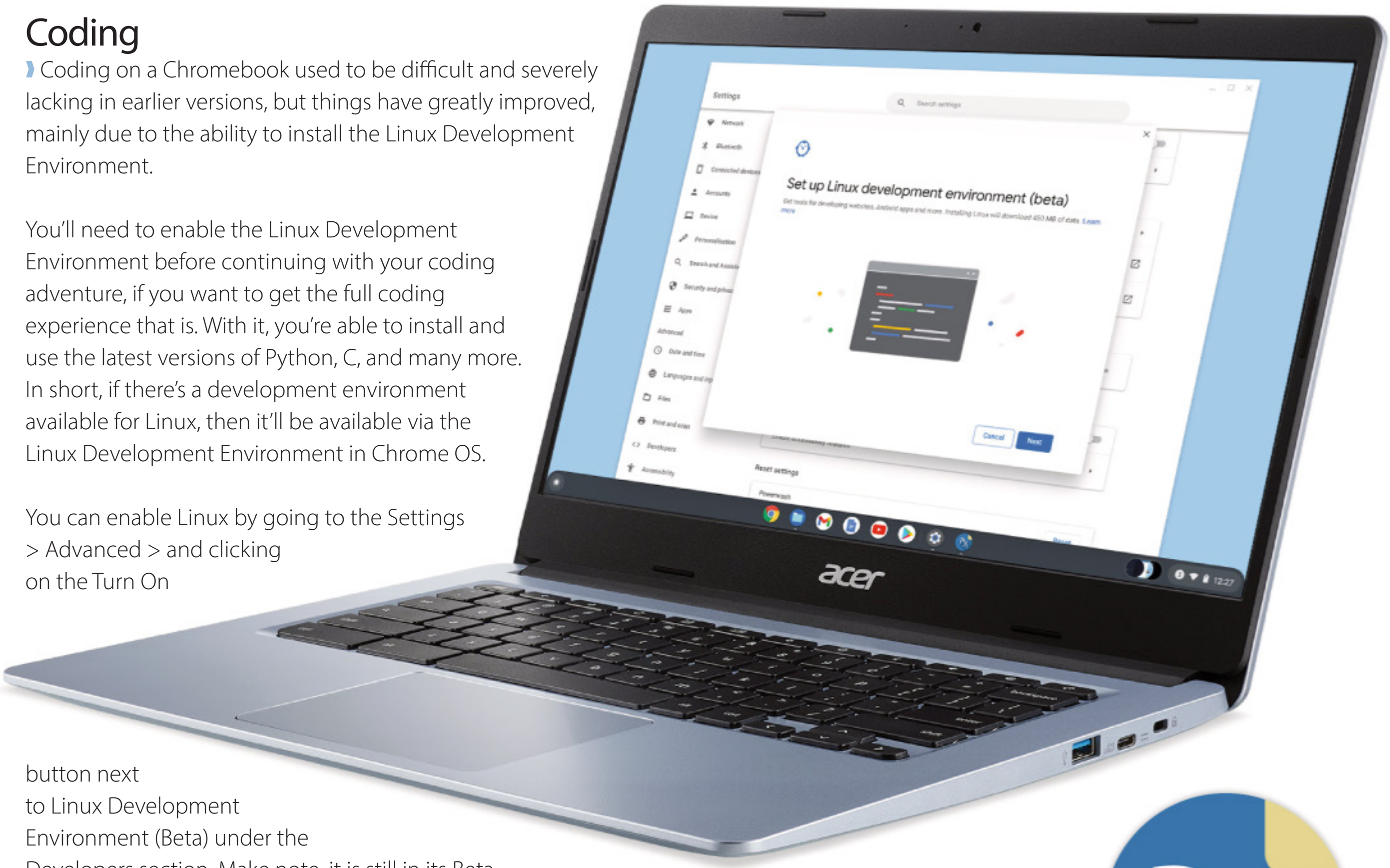
There's not much we can add to that, and the list used for video, but consider the portability of the Chromebook over a, generally, heavier PC laptop or MacBook. Also, consider that a Chromebook can be flipped into a tablet mode, and stood up in the kitchen, ideal for listening to Fleetwood Mac when baking.


Music
Home
Explore
Library
IRON MAIDEN
THE WRITING ON THE WALL
The Writing on the Wall
Single • Iron Maiden • 2021
1 song • 6 minutes
PLAY
ADD TO LIBRARY

Coding

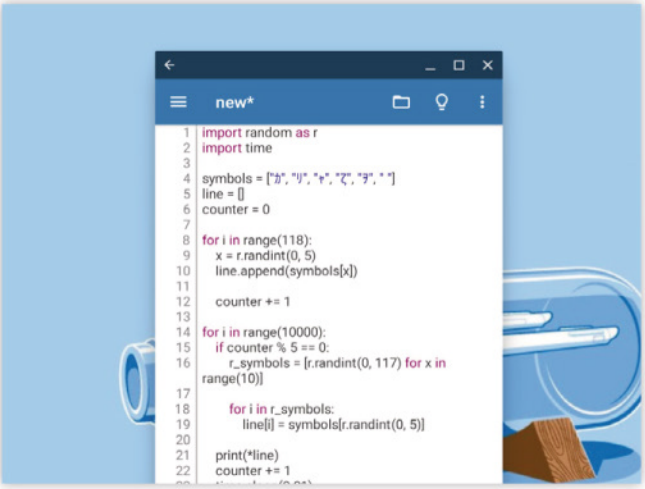
❱ Coding on a Chromebook used to be difficult and severely lacking in earlier versions, but things have greatly improved, mainly due to the ability to install the Linux Development Environment.

You'll need to enable the Linux Development Environment before continuing with your coding adventure, if you want to get the full coding experience that is. With it, you're able to install and use the latest versions of Python, C, and many more. In short, if there's a development environment available for Linux, then it'll be available via the Linux Development Environment in Chrome OS.



You can enable Linux by going to the Settings > Advanced > and clicking on the Turn On button next to Linux Development Environment (Beta) under the Developers section. Make note, it is still in its Beta stages, so while there's not going to be too many issues, there could be some that will stop you from doing what you want.

It's also worth noting that anything created and executed within the Linux Development Environment is handled inside a sandbox within Chrome OS. This means that whatever is run in the sandbox shouldn't affect the core of the operating system.



```
import random as r
import time

symbols = ["ｶ", "ﾘ", "ｬ", "ζ", "ｦ", " "]
line = []
counter = 0

for i in range(118):
    x = r.randint(0, 5)
    line.append(symbols[x])

    counter += 1

for i in range(10000):
    if counter % 5 == 0:
        r_symbols = [r.randint(0, 117) for x in
range(10)]

        for i in r_symbols:
            line[i] = symbols[r.randint(0, 5)]

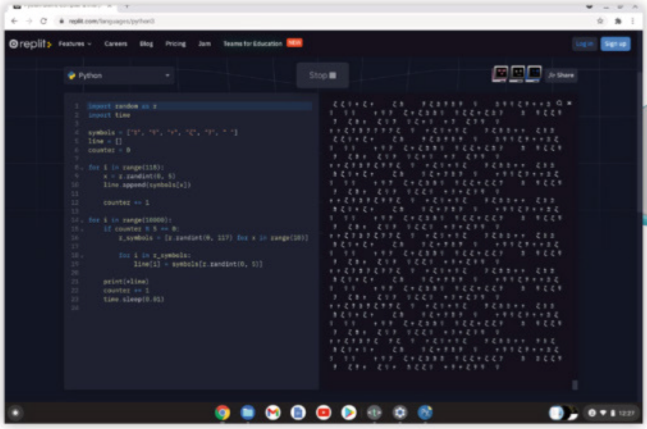
    print(*line)
    counter += 1
```

Pydroid 3

❱ A good alternative to running Python via the Linux Development Environment is by installing one of the many available coding apps from the Google Play Store. Pydroid 3 is a particularly good IDE for the Python coding language, with access to many modern educational libraries and assets. It's not the perfect coding base, but it's one that will work for the vast majority of beginner coders who want to learn a new programming language. And, it will suffice for those who don't want to install a Beta environment on their Chromebooks.

Online Coding

❱ Let's not ignore the growing number of online IDEs available via the Chrome browser. The likes of Programiz.com, online-python.com, replit and onlinegdb are great examples of a fully working Python IDE inside the browser. A lot of these online IDEs also cater for other programming languages, such as C and C++, and even some of the more unique and specific languages. Suffice to say, there's no escaping coding on a Chromebook.



Chromebooks are ace!

As you can see, there's very little a Chromebook can't do. The traditional laptop and MacBook may be more powerful, and in many ways, have access to a set of core apps and programs that handle the complete specifications of a particular job, but the Chromebook is rapidly catching up and gaining ground.

Due to the Chromebook's low cost, portability, and evolving operating system, it's fast becoming the go to platform for students, business, and entertainment. In the few short years of Chrome OS's history, it has already exceeded expectations, just imagine what you'll be able to do with yours in a few more years' time.

Search
Chrome Web
Google Drive
Chrome
Gmail
YouTube
Google Searc
Angry Birds
Google Calenc
Don't Starve
Scratchpad
Google Maps
Google Docs
Google Sheet
Google Slides
Google+
Google+ Hang
15:18

Google
Chrc
Maps

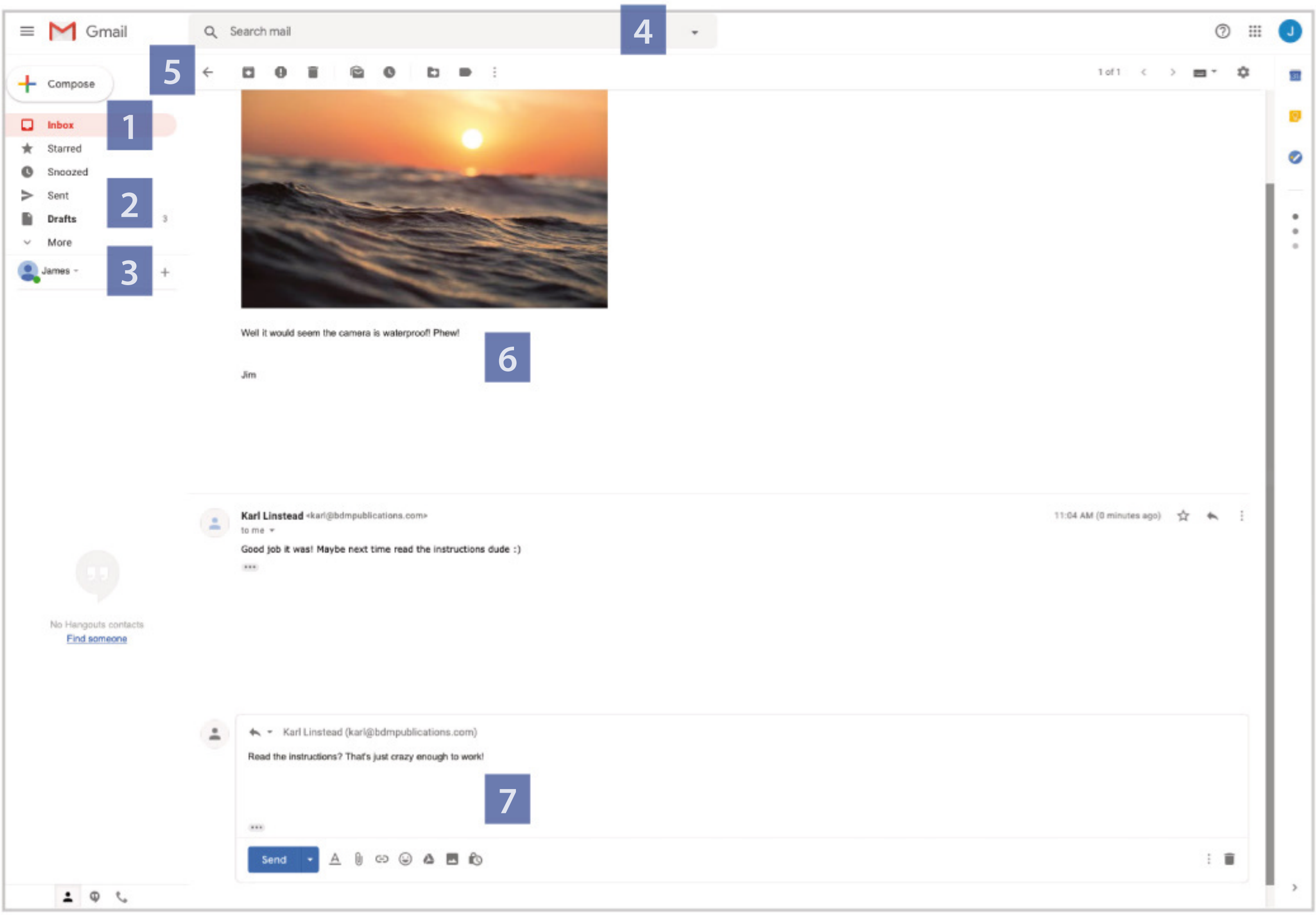
Using Google Apps

The Google app suite contains some of the world's most popular and widely used applications. Offering alternatives to operating staples such as email, maps, calendar, photo editing and so much more. Having set up your Google account, you can then access the entire suite for free. Over the following pages, we will take you through our expert tips to ensure that you make the very best of each one.

3
Gmail
ome
227
YouTube
Play Games
Files
Store

Get Started with Gmail

Gmail is an integral element of the Google app suite, an email platform that works seamlessly on whichever OS you use, quickly becoming a key part of your daily routine.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
3
More
James
1 of 1
No Hangouts contacts
Find someone
Send
1
2
3
4
5
6
7

Well it would seem the camera is waterproof! Phew!

Jim

Karl Linstead <karl@bdmpublications.com>
to me
11:04 AM (0 minutes ago)

Good job it was! Maybe next time read the instructions dude :)

Karl Linstead (karl@bdmpublications.com)

Read the instructions? That's just crazy enough to work!

Creating a Gmail Account

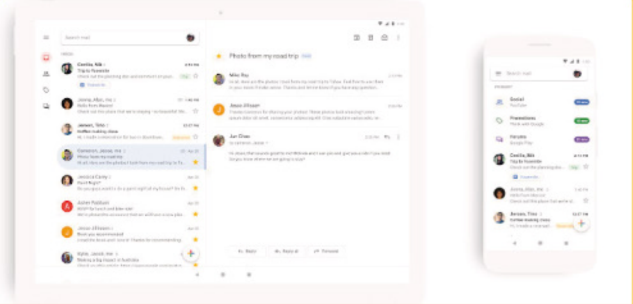
You can either connect a Gmail account to your main Google account or you can create a completely new account from scratch. If you connect an account, you will be able to use your new Gmail address or your original Google account email to sign in.

1 Mailboxes

› These links let you display the messages in those mailboxes. A number next to any mailbox shows the amount of unread messages, rather than the total amount in the mailbox.

2 Labels

› Labels allow you to categorise your messages into various pre-set or custom folders. You can save messages under more than one label for better cross-referencing.



Gmail on Android & iOS

You can download the Gmail app for mobile devices, free of charge, from the Play Store or App Store. This allows you to use Gmail on the go.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (hopefully, this is also the one with which you set up your Android or iOS device).

You will now be able to see all of the folders and emails you use and have sent/received on your computer, albeit on your smartphone or tablet.

3 Chat Controls

❱ This section shows a list of your available Chat contacts, as well as containing the various chat controls: Add Contact, Status Update, etc. You can read more about Gmail Chat later in this section.

4 Search Box

❱ Search for any message or contact in your Gmail inbox. Clicking on the small arrow at the end of the search box allows you to refine your search in several different ways.

5 Message Controls

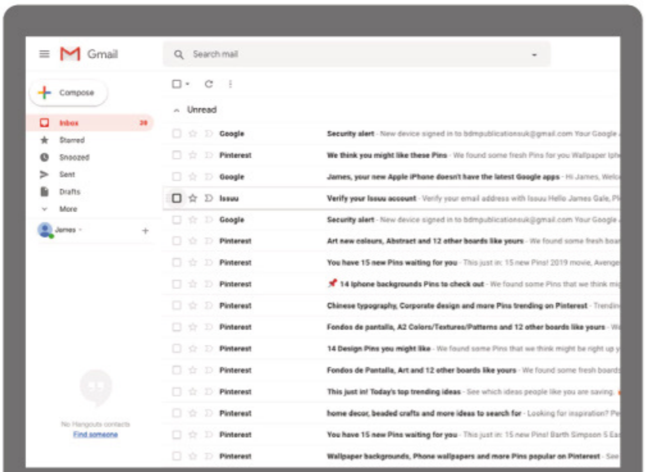
❱ This set of buttons only appears when viewing a message. They allow you to archive, delete or report the message as spam, as well as letting you move the message to a particular mailbox or apply a label. The More button reveals even more controls.

6 Conversation

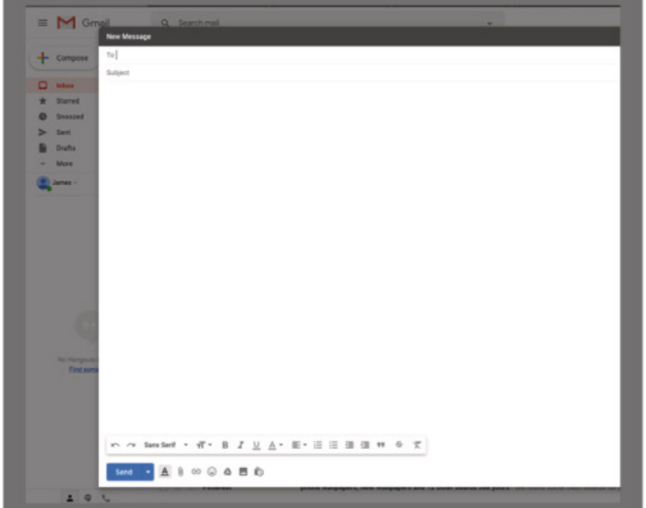
❱ Gmail displays multiple messages from a contact in a conversation format. If someone replies to your message, both the reply and the original message are shown stacked in the window. You can expand the conversation to make it easier to read.

7 Quick Reply

❱ Click anywhere in this box to start a quick reply to the last message in the conversation. To Forward a message, click the Forward tab in the quick reply window that opens. Quick reply offers the same formatting options as creating a new message does.



Google	**Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google
Pinterest	**We think you might like these Pins** - We found some fresh Pins for you Wallpaper Iph
Google	**James, your new Apple iPhone doesn't have the latest Google apps** - Hi James, Welc
Issuu	**Verify your Issuu account** - Verify your email address with Issuu Hello James Gale, Pl
Google	**Security alert** - New device signed in to bdmpublicationsuk@gmail.com Your Google
Pinterest	**Art new colours, Abstract and 12 other boards like yours** - We found some fresh boa
Pinterest	**You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2019 movie, Avenge
Pinterest	📌 **14 Iphone backgrounds Pins to check out** - We found some Pins that we think mi
Pinterest	**Chinese typography, Corporate design and more Pins trending on Pinterest** - Trendin
Pinterest	**Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours** - W
Pinterest	**14 Design Pins you might like** - We found some Pins that we think might be right up y
Pinterest	**Fondos de Pantalla, Art and 12 other boards like yours** - We found some fresh boards
Pinterest	**This just in! Today's top trending ideas** - See which ideas people like you are saving.
Pinterest	**home decor, beaded crafts and more ideas to search for** - Looking for inspiration? Pe
Pinterest	**You have 15 new Pins waiting for you** - This just in: 15 new Pins! Barth Simpson 5 Ea
Pinterest	**Wallpaper backgrounds, Phone wallpapers and more Pins popular on Pinterest** - See



How to Compose a New Mail

Google has incorporated a unique way to compose a message in Gmail which allows you to retain on screen whatever you were looking at, inbox, a message, etc. while composing a new message in a separate window. At the time of writing, this was still an optional feature but could be made standard at any time.

To activate this compose window, click the Compose button and a new window will open at the bottom right of the Gmail window. Whatever you were viewing before you clicked Compose will remain on screen but you can click through into a different mailbox or open a message without the compose window disappearing.

The new compose window contains many of the options. Click in the To field and start to type a name or email address to see a list of known contacts. The icons at the bottom let you control formatting and attachments. If you want to switch back to the old compose method, click the Send icon at the bottom of the window.

How to Customise Gmail

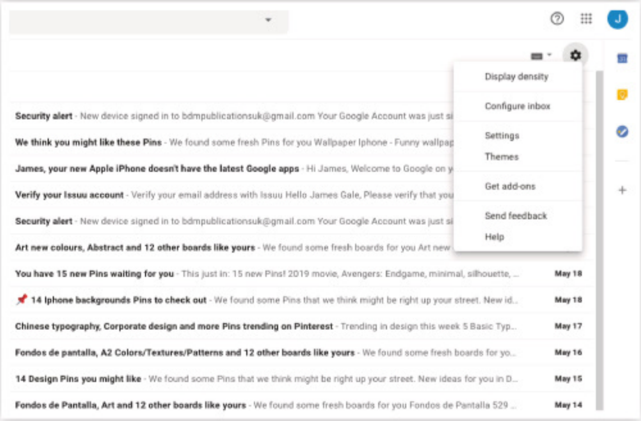
Gmail works brilliantly straight out of the box. There are, however, several things you can do to Gmail to make it suit your personal preferences more closely, from adding a theme to customising the layout of the inbox.

Apply a Theme

OK, so this isn't going to make Gmail work any better, run any faster or deliver emails in a different way but it does brighten things up a bit and makes Gmail more personal to you.

Step 1

❱ Sign in to Gmail on your computer and open the main inbox. In the top right corner of the page you will see the Settings icon (the gear icon). Click this and select Themes from the listings displayed on this page.


J
Display density
Configure inbox
Settings
Themes
Get add-ons
Send feedback
Help

Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just si

We think you might like these Pins - We found some fresh Pins for you Wallpaper Iphone - Funny wallpap

James, your new Apple iPhone doesn't have the latest Google apps - Hi James, Welcome to Google on y

Verify your Issuu account - Verify your email address with Issuu Hello James Gale, Please verify that you

Security alert - New device signed in to bdmpublicationsuk@gmail.com Your Google Account was just si

Art new colours, Abstract and 12 other boards like yours - We found some fresh boards for you Art new

You have 15 new Pins waiting for you - This just in: 15 new Pins! 2019 movie, Avengers: Endgame, minimal, silhouette, ... **May 18**

📌 **14 Iphone backgrounds Pins to check out** - We found some Pins that we think might be right up your street. New id... **May 18**

Chinese typography, Corporate design and more Pins trending on Pinterest - Trending in design this week 5 Basic Typ... **May 17**

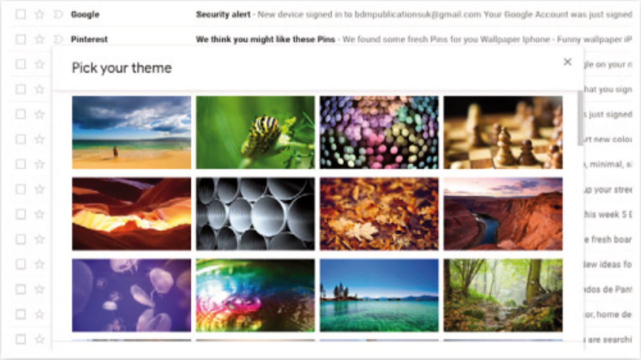
Fondos de pantalla, A2 Colors/Textures/Patterns and 12 other boards like yours - We found some fresh boards for yo... **May 16**

14 Design Pins you might like - We found some Pins that we think might be right up your street. New ideas for you in D... **May 15**

Fondos de Pantalla, Art and 12 other boards like yours - We found some fresh boards for you Fondos de Pantalla 529 ... **May 14**

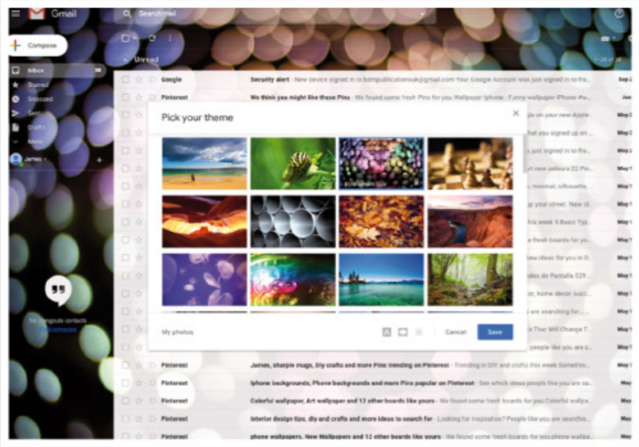
Step 2

❱ The available themes are split up into categories, with basic colour themes at the top of the page, then HD themes that use background images, custom themes and classic Gmail themes.


Google
Security alert
Pinterest
We think you might like these Pins
Pick your theme
×

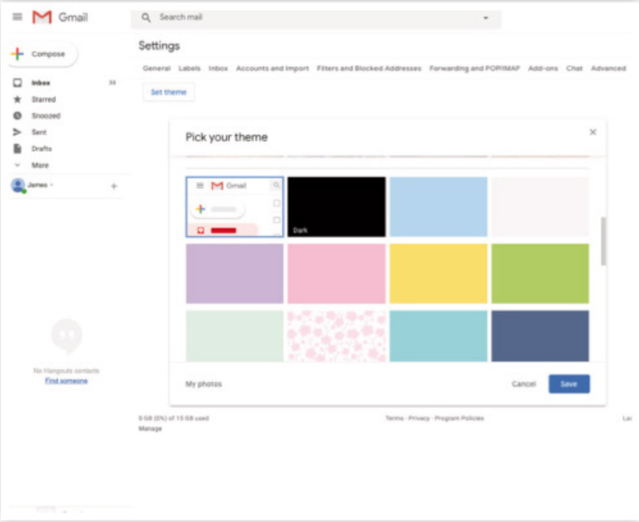
Step 3

❱ Click on any theme to activate it. You will see the background change, allowing you to preview the theme without leaving the themes page. If you find one you like, simply select it and then click back to the inbox.


Gmail
Compose
Pick your theme
My photos
Cancel
Save

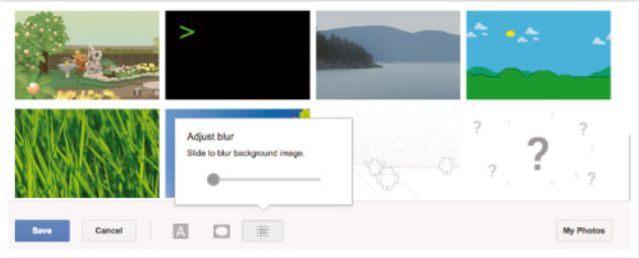
Step 4

❱ Custom themes let you get a bit more creative. Click on either Light or Dark custom and then choose an image. You can use a preselected image or use one of your own by clicking My Photos.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Settings
General
Labels
Inbox
Accounts and Import
Filters and Blocked Addresses
Forwarding and POP/IMAP
Add-ons
Chat
Advanced
Set theme
Pick your theme
Dark
My photos
Cancel
Save
Find someone
Terms · Privacy · Program Policies
Manage

Step 5

❱ Once you have Chosen the Theme you wish to show on your Google Mail page, you can also add a customisable level of blur to the image which may make some text easier to read. To do this click the third icon to the right of the Cancel button.

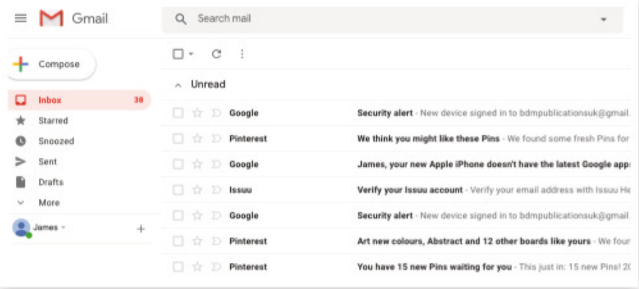

Adjust blur
Slide to blur background image.
Save
Cancel
My Photos

Customise the Inbox

You can easily customise the main inbox to show important or starred emails in a separate section at the top of the page.

Step 1

❱ Log in to Gmail and click on the main inbox to select it. With the main inbox displayed, hover the mouse pointer over the inbox label and you should see a small, downward-pointing arrow.


Gmail
Search mail
Compose
Inbox 38
Starred
Snoozed
Sent
Drafts
More
James
Unread

Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.

Pinterest — **We think you might like these Pins** - We found some fresh Pins for

Google — **James, your new Apple iPhone doesn't have the latest Google app:**

Issuu — **Verify your Issuu account** - Verify your email address with Issuu He

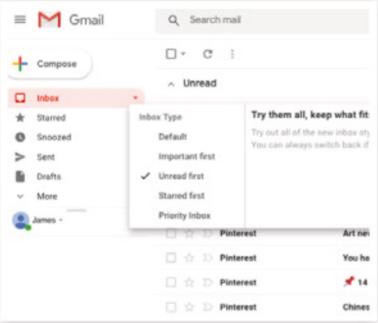
Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.

Pinterest — **Art new colours, Abstract and 12 other boards like yours** - We four

Pinterest — **You have 15 new Pins waiting for you** - This just in: 15 new Pins! 2(

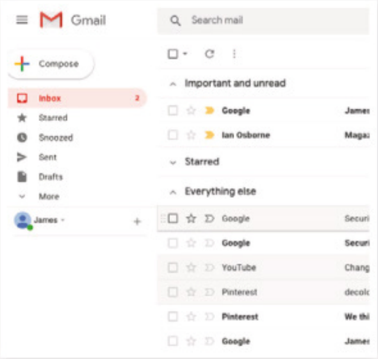
Step 2

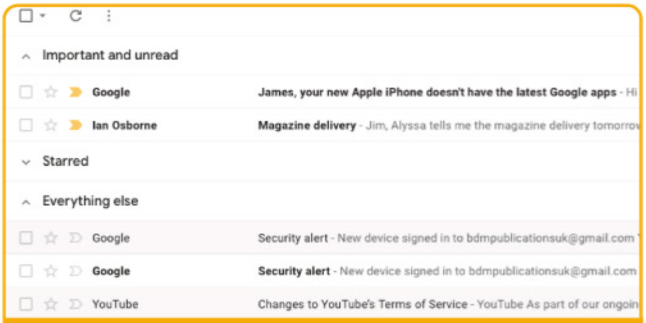
❱ Click on the arrow to see a small menu. Here you can choose the way emails are displayed in the inbox. Roll over each of the settings to read a short description of how they work.


Gmail
Search mail
Compose
Inbox
Starred
Snoozed
Sent
Drafts
More
James
Unread
Inbox Type
Default
Important first
Unread first
Starred first
Priority Inbox
Try them all, keep what fit
Try out all of the new inbox sty
You can always switch back if
Pinterest
Pinterest
Pinterest
Pinterest

Step 3

❱ Choose a display option and you will see the inbox split into sections. At the right-hand side of each section heading, another drop-down menu lets you further customise the section: number of emails to display, etc.


Gmail
Search mail
Compose
Inbox 2
Starred
Snoozed
Sent
Drafts
More
James
Important and unread
Google
Ian Osborne
Starred
Everything else
Google
Google
YouTube
Pinterest
Pinterest
Google


Important and unread
Starred
Everything else

Google — **James, your new Apple iPhone doesn't have the latest Google apps** - Hi

Ian Osborne — **Magazine delivery** - Jim, Alyssa tells me the magazine delivery tomorrow

Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.com

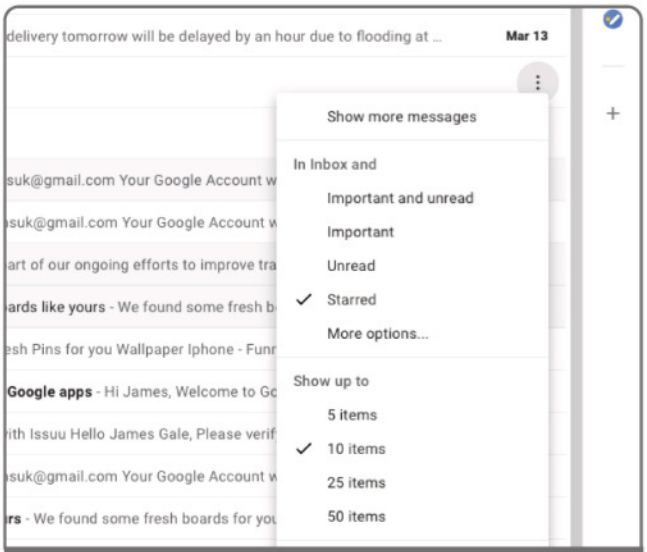
Google — **Security alert** - New device signed in to bdmpublicationsuk@gmail.com

YouTube — Changes to YouTube's Terms of Service - YouTube As part of our ongoin

Importance Markers

How exactly does Gmail decide if an email is important to you or not? The answer, is very cleverly and sometimes with a bit of help from you. Gmail displays different coloured markers next to emails to indicate different types of messages. A yellow marker means that a message is important. An empty (white) marker means that the message is not seen as important.

If you want to know why a message was classified as important, you can hover your mouse over the importance marker in order to see the main reason why. To teach Gmail that messages from a certain contact are important, all you need to do is find an email from that person and click on the unfilled importance marker.


Mar 13
Show more messages
In Inbox and
Important and unread
Important
Unread
✓ Starred
More options...
Show up to
5 items
✓ 10 items
25 items
50 items

delivery tomorrow will be delayed by an hour due to flooding at ...

Show or Hide Labels

On the left-hand side of the Gmail interface is a list of your different mailboxes and labels. Preset mailboxes (or System Labels) include Important, Starred, Sent Mail and Drafts. It is useful to have links to your labels displayed here, but you can hide them if you wish. Click on Settings and then click on the Labels tab at the top of the page. You will see a full list of all your labels, with a show and hide link next to each. You can simply go down the list hiding those labels you don't wish to see in the sidebar.

Dealing with Gmail Spam

If you find that spam emails are still getting through the built-in filters and being displayed with your other emails, you can do several things to improve detection and removal of these unwanted messages.

Do I Need to Worry About Spam Emails?

That's a good question with a potentially very long answer, but in short, yes, spam email is best avoided. Junk or spam emails are unsolicited/requested messages sent in bulk by email.

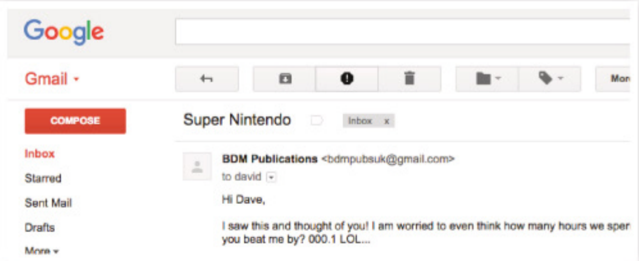
Email spam has steadily grown since the early 1990s and by 2014 were estimated to make up around 90% of email messages sent. Most spam email messages are commercial in nature and albeit harmless, they are annoying. However, some can also be dangerous because they may contain links that lead to phishing web sites, or sites that are hosting malware, or include malware as file attachments.

With this in mind, it is always best to approach spam with caution and following this guide will better equip you to avoid spam as a whole.

Report and Remove Spam

Step 1

› Removing spam from your inbox is easy. Click on the message you want to remove and look for the ! button above the message box. Clicking this will remove the spam message and report it to Google.



Super Nintendo

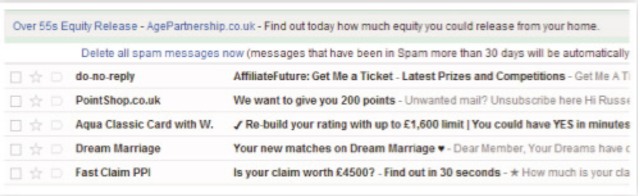
BDM Publications <bdmpubsuk@gmail.com>
to david

Hi Dave,

I saw this and thought of you! I am worried to even think how many hours we sper
you beat me by? 000.1 LOL...

Step 2

› If you want to remove the spam that is collecting in the spam mailbox, the spam mailbox will only appear in your labels when spam has been detected and moved into it, click the mailbox and then click "Delete all spam messages now".



Over 55s Equity Release - AgePartnership.co.uk - Find out today how much equity you could release from your home.

Delete all spam messages now (messages that have been in Spam more than 30 days will be automatically

do-no-reply AffiliateFuture: Get Me a Ticket - Latest Prizes and Competitions - Get Me A T

PointShop.co.uk We want to give you 200 points - Unwanted mail? Unsubscribe here Hi Russe

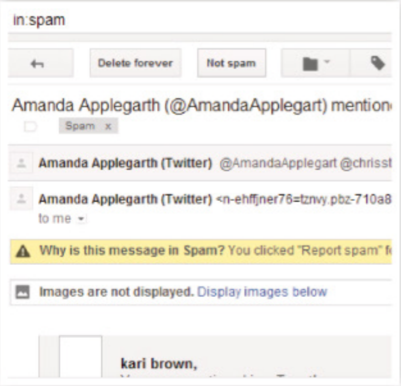
Aqua Classic Card with W. ✓ Re-build your rating with up to £1,600 limit | You could have YES in minutes

Dream Marriage Your new matches on Dream Marriage ♥ - Dear Member, Your Dreams have c

Fast Claim PPI Is your claim worth £4500? - Find out in 30 seconds - ★ How much is your cla

Step 3

› If you see a message in the spam mailbox which has been moved there incorrectly (i.e. it is not spam), you can correct the mistake by selecting it and clicking Not Spam from the options above it.



Amanda Applegarth (@AmandaApplegart) mention

Amanda Applegarth (Twitter) @AmandaApplegart @chrisst

Amanda Applegarth (Twitter) <n-ehffjner76=tznwy.pbz-710a8
to me

Why is this message in Spam? You clicked "Report spam" f

Images are not displayed. Display images below

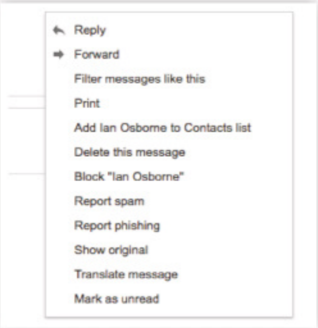
kari brown,

Creating Filters

Another way to deal with unwanted emails, particularly if you are getting lots of emails from one particular address, is to set up a filter.

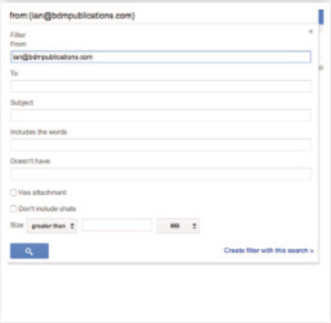
Step 1

› Open the inbox and find a message from the contact you want to filter. Click on the message to open it. Click on the More button to the right of the buttons above the message, and select Filter Messages Like These from the menu.



Step 2

› In the box that appears, the email address of the sender will be automatically entered. You can add extra triggers to the filter such as certain words or recipient addresses. Next, click Create filter with this search.


from:(ian@bdmpublications.com)

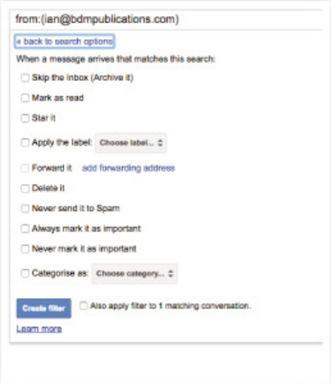
Filter

From: ian@bdmpublications.com

To
Subject
Includes the words
Doesn't have
☐ Has attachment
☐ Don't include chats
Size greater than MB
Create filter with this search »

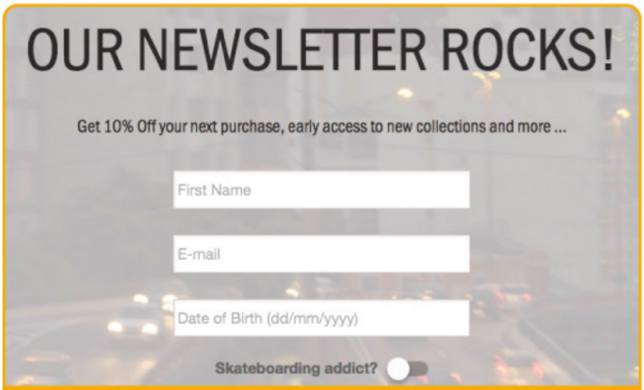
Step 3

› You can now decide what to do with messages that trigger this filter. There are numerous options, and not just options for spam messages. For the purpose of this guide, choose Delete it. Click Create Filter to finish.


from:(ian@bdmpublications.com)

When a message arrives that matches this search:

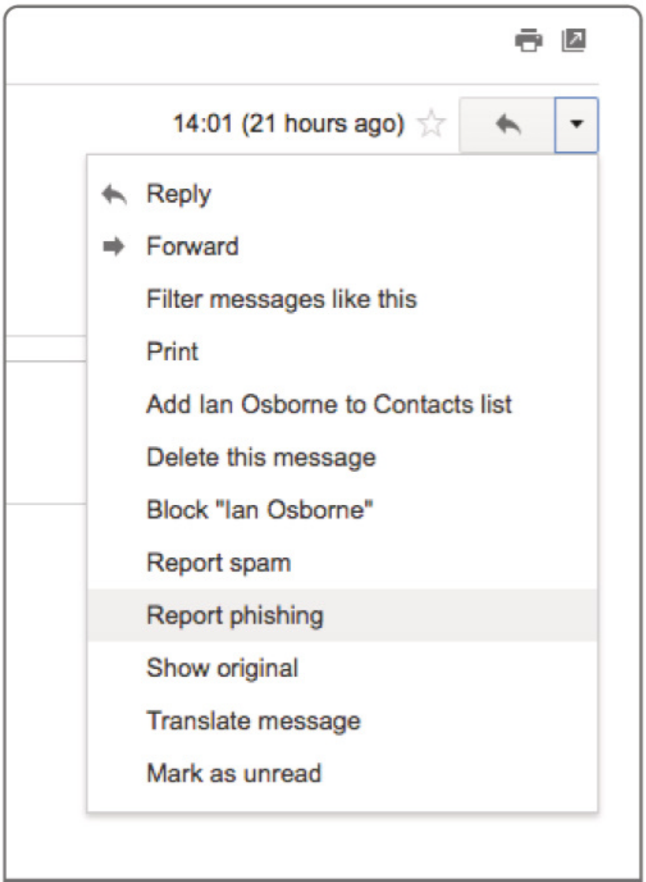
« back to search options
☐ Skip the Inbox (Archive it)
☐ Mark as read
☐ Star it
☐ Apply the label: Choose label...
☐ Forward it add forwarding address
☐ Delete it
☐ Never send it to Spam
☐ Always mark it as important
☐ Never mark it as important
☐ Categorise as: Choose category...
Create filter
☐ Also apply filter to 1 matching conversation.
Learn more


OUR NEWSLETTER ROCKS!
Get 10% Off your next purchase, early access to new collections and more ...
First Name
E-mail
Date of Birth (dd/mm/yyyy)
Skateboarding addict?

Protect Your Email Address

One of the very best ways of ensuring that spam does not become the bane of your life is to protect your email at all times. Entering your email address onto websites that you don't fully trust or posting the address on blogs and forums, will almost certainly lead to a whole heap of spam heading your way. Automated software (bots) scan through millions of web pages to find email addresses, which are then used by spammers to flood your inbox with unwanted emails.

If you do need to write your email on a blog or forum (in the signature for example), write it in a way that a non-human reader would not understand. For example, you could write it as john dot doe at gmail dot com (instead of john.doe@gmail.com). A human should understand how to write that email address properly.


14:01 (21 hours ago)
Reply
Forward
Filter messages like this
Print
Add Ian Osborne to Contacts list
Delete this message
Block "Ian Osborne"
Report spam
Report phishing
Show original
Translate message
Mark as unread

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and user names by trickery. Sometimes spammers create fake websites that look for example, like a well-known bank's login page. You will then get an email pretending to be from that bank, asking you to confirm your login or change some settings by clicking a link to the fake website. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

Remember that banks or credit card companies will never ask you to email them your password or click on links in emails. If you are in any doubt as to the legitimacy of an email and the links within, the first thing to check is the link. Without clicking it, roll your mouse pointer over the link and look at the information that appears at the bottom of the browser window. This will show you the actual link address, letting you check whether it looks OK. If you really want to check your online bank, open a new browser window and navigate to your bank's page normally.

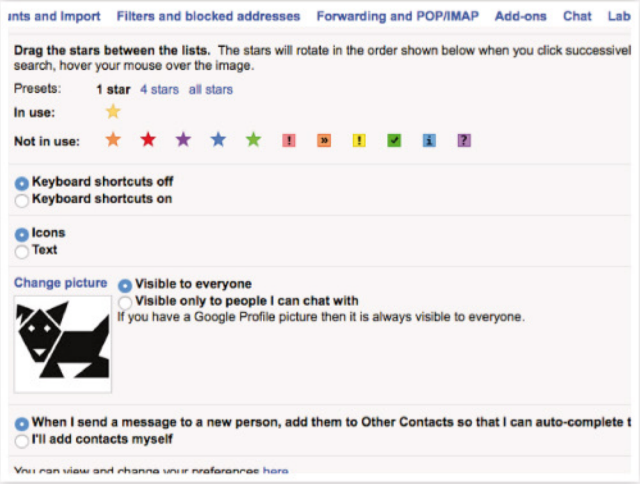
If the message seems like an attempt to get your personal information, click Report Phishing from the message options menu (arrow to the right of the Reply button) to help Gmail and Google learn from such attempts.

Gmail User Tips and Tricks

You can be up and running with the basic Gmail in seconds, or you can spend ages customising it and getting it set up in several different ways. Even if you have been using Gmail for a while, there are probably dozens of tricks that you never even knew were possible.

Add Stars to Messages

› You can mark a conversation or message that appears next to the item in your inbox with a star. Stars can be an eye catching way to mark a special message or even a great visual reminder to follow up on an item later. Stars will only appear to you and not to anyone else, so you won't offend your friends by starring their messages rather than reading them. To star a message from your inbox, just click the Star icon next to the sender's name. You can also add a star when reading a message by clicking the icon on the top right of the message.



Drag the stars between the lists. The stars will rotate in the order shown below when you click successivel search, hover your mouse over the image.

Presets: **1 star** 4 stars all stars

In use: ★

Not in use: ★ ★ ★ ★ ★ ! » ! ✓ i ?

● **Keyboard shortcuts off**
○ **Keyboard shortcuts on**

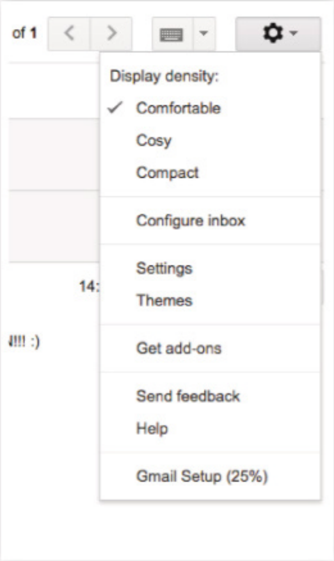
● **Icons**
○ **Text**

● **Visible to everyone**
○ **Visible only to people I can chat with**
If you have a Google Profile picture then it is always visible to everyone.

● **When I send a message to a new person, add them to Other Contacts so that I can auto-complete t**
○ **I'll add contacts myself**

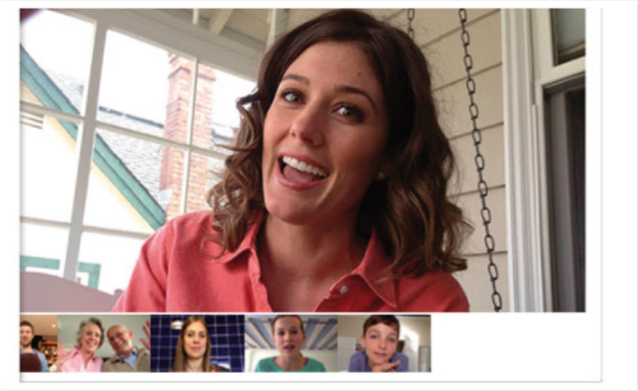
Customise Display Density

› Gmail automatically adjusts the amount or "density" of information on a page when you adjust your browser window or when you use different sized screens. If you prefer a denser view whatever size your monitor, you can set a limit on your Default Density. This setting reflects the lowest density (the most space) permitted for your account. Choose how many messages are on your screen at a time by clicking on the gear icon and then selecting from Comfortable, Cosy or Compact.



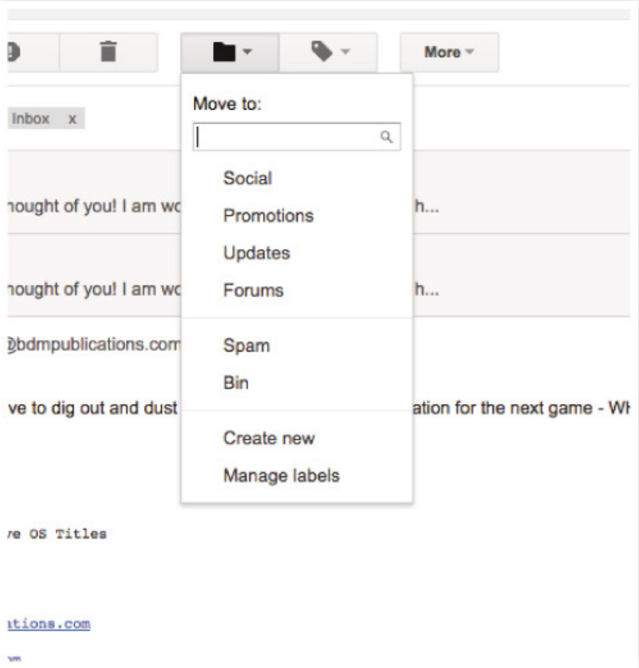
Voice and Video Chat

› With Gmail, you can now use voice and video chat services such as Google+. From within these services, you can have an actual conversation with someone or even chat face-to-face over video. To get started, download the voice and video chat plug-in from www.google.com/chat/video, quit all open browser windows and install the plug-in. Sign in to Gmail, Google+ or Chrome OS device.



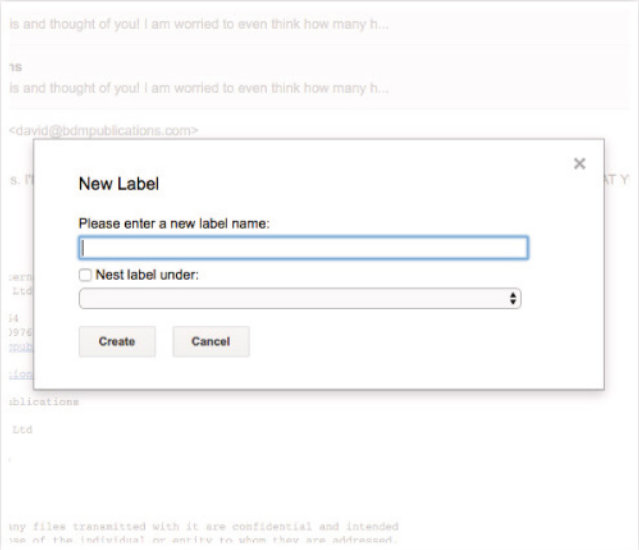
Labelling Your Emails

❱ Labels help you organise your messages into categories such as work, family, to-do, read later, jokes, recipes, etc. Labels do all the work that folders do but with the added bonus that you can add more than one to a message. Only you can see your labels, so whether you mark a message with "Best friend" or "Read later", the sender will never know. You can create a new label for a message in your inbox by selecting the box next to the message, clicking the Label button above your message list and then clicking Create New.



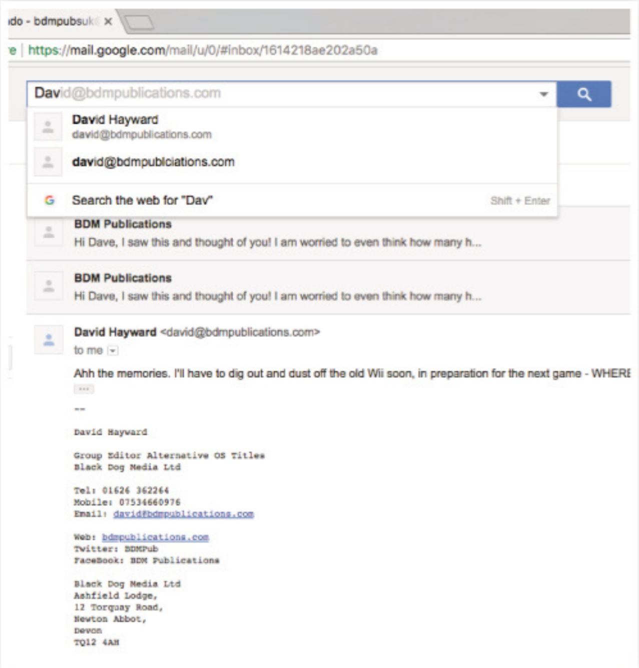
Clean Up Your Inbox

❱ You can use the Move To button at the top of your inbox to easily move a message out of your inbox and add a label at the same time. If you have lots of labels, you can pick the one you want by typing the first couple of characters and letting auto-complete find the right one, or alternatively create a new one.



Search Your Mail

❱ It can be a pain to scroll through hundreds of old emails just to find the one you need, which is why you might want to try searching for it instead. For example, if you're looking for a message that contains the word "shopping", simply type "shopping" in the search field and click the Search button. Your results will be displayed with your search results and within the message highlighted in yellow. If you're having trouble finding the result you want, you can refine your query by clicking the small arrow in the search box and entering your criteria in the appropriate fields.


https://mail.google.com/mail/u/0/#inbox/1614218ae202a50a

David@bdmpublications.com

BDM Publications
Hi Dave, I saw this and thought of you! I am worried to even think how many h...

BDM Publications
Hi Dave, I saw this and thought of you! I am worried to even think how many h...

David Hayward <david@bdmpublications.com>
to me

Ahh the memories. I'll have to dig out and dust off the old Wii soon, in preparation for the next game - WHERE

```
--

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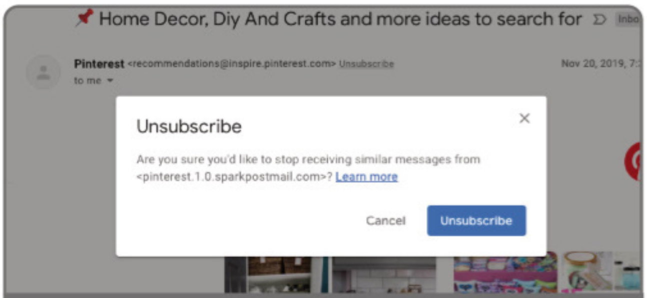

Home Decor, Diy And Crafts and more ideas to search for

Pinterest <recommendations@inspire.pinterest.com> Unsubscribe
to me
Nov 20, 2019, 7:

Unsubscribe

Are you sure you'd like to stop receiving similar messages from <pinterest.1.0.sparkpostmail.com>? Learn more

Instant Unsubscribe

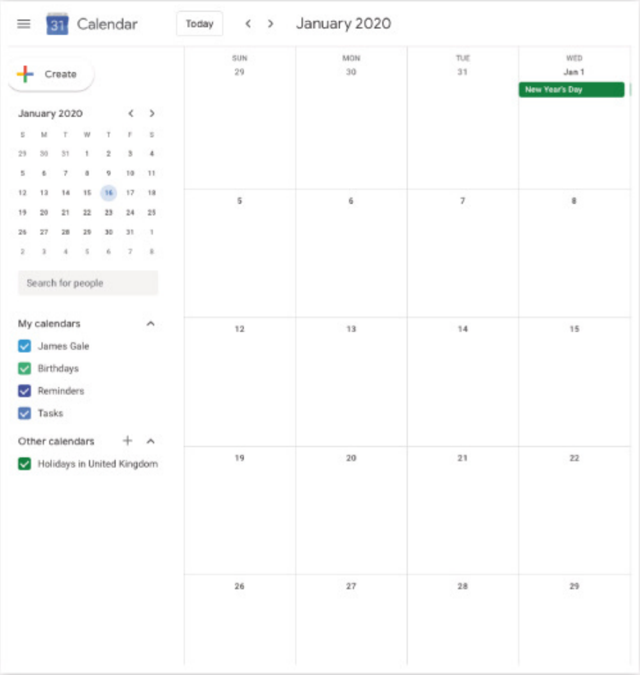
No matter how much you try to stop them, if you have purchased something online or sign up for something free you will be most likely added to a mailing list. Said lists are often a very valuable tool, alerting you to possible special offers and updates on a subject that interests you. Alas most are not and are simply random filler for your inbox. When you receive such an email, and you wish to make it your last from the sender, look to the sender address at the top of the email. Here you will notice the Unsubscribe link. Click this link and confirm by pressing the blue button to stop receiving email from this sender.

Improving the Google Calendar

Google's free online calendar app is perfect for keeping track of all the important events in your life. And if you use other Google products such as Android or Gmail, you can set things up so that everything integrates and syncs perfectly and with barely any effort.

Creating Events

There are three ways to create a new event on the desktop version of Google Calendar. Which method you use depends entirely on which you find easiest or most convenient.

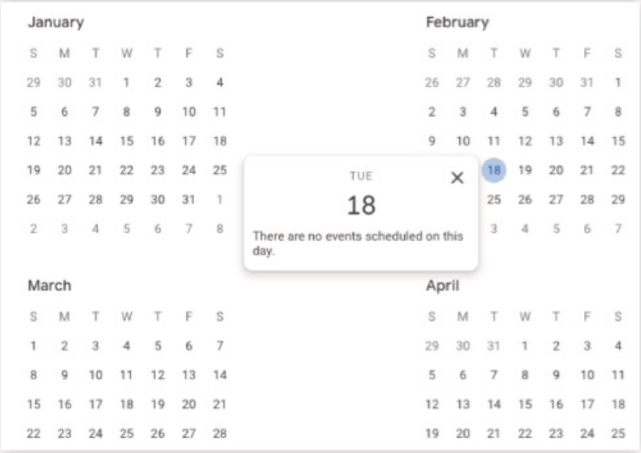

Calendar
Today
January 2020
Create
January 2020
Search for people
My calendars
James Gale
Birthdays
Reminders
Tasks
Other calendars
Holidays in United Kingdom
New Year's Day

Click on the Date

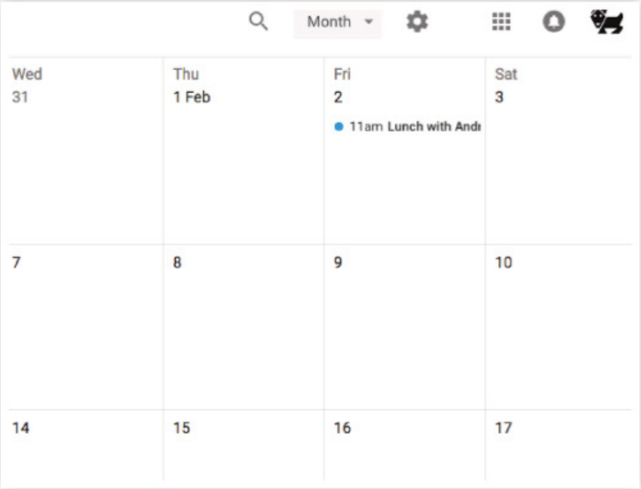
› Open the Google Calendar screen and scroll to the date and time where you want to mark an event. If you need to look far ahead, click on the month view button at the top of the screen. You can then scroll through whole months by clicking the forward and back arrows, also at the top. If in Week view, you can click and drag on the event location if you want it to spread over more than a single hour. If in Month view, you only have the option to click, although you can change the length of the event afterwards. Type the title and event time for your new event in the box. Finally, click Create event to publish the event to your calendar immediately or click Edit event details to add additional information.

Using Quick Add

› To use Quick Add simply type "Q" while you're in Calendar. Quick Add can almost read your mind. If you type in something like "Lunch with Dad at The Ivy 1pm Friday", Quick Add can figure out what you mean and pop the new event right onto your calendar. Just remember that for Quick Add to work at its best, you need to include: what, event title, e.g. lunch; when, time and date or day; who, if there is anyone else to include in the event; and where, location of the event.


January
February
March
April
TUE
18

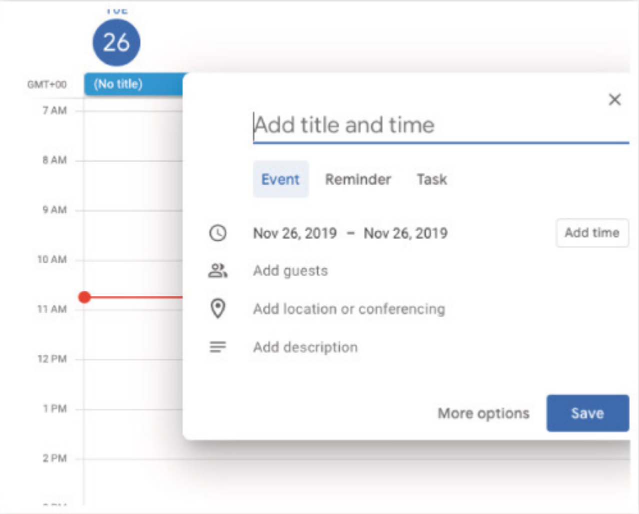
There are no events scheduled on this day.


Month
Wed 31
Thu 1 Feb
Fri 2
Sat 3

11am Lunch with Andi

Click the Create Button

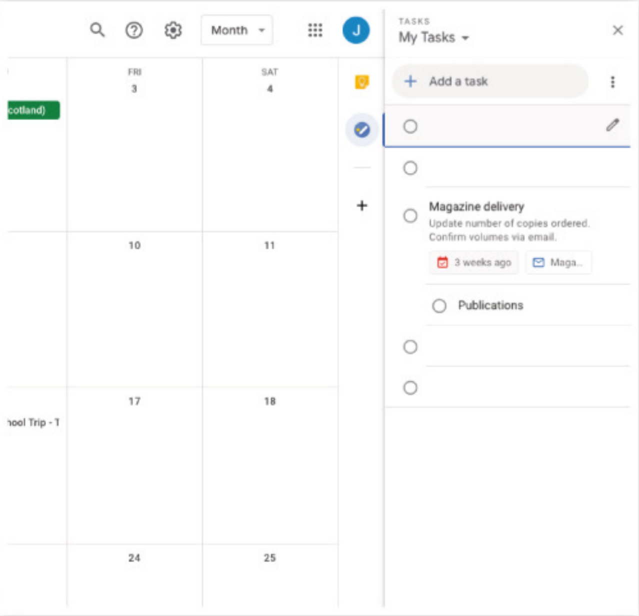
› Just click on the Plus sign in the bottom right of your Calendar window, this will bring you to a page where you can enter as much information as you'd like about your event. On this page, you can also add guests, change a reminder setting and publish your event to other users. Once you've entered the appropriate information and selected the desired settings, click Save.


TUE
26
GMT+00
(No title)
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
Add title and time
Event
Reminder
Task
Nov 26, 2019 – Nov 26, 2019
Add time
Add guests
Add location or conferencing
Add description
More options
Save

Using Google Tasks

› You can access Google Tasks directly from the Calendar application. By linking these apps together you can quickly work between the two as follows. Open Google Calendar and log in if required. Now click the Tasks icon from the sidebar found on the right hand side of the window. Click Add a task and then start to enter your details via the new task link in Google Calendar.

You can now add tasks to this listing. You can directly add an item from this list to your Calendar by choosing a date in the properties of the task itself. You can edit a task directly from the Calendar app by clicking the pencil icon. From this link you can add a description, change the details and move or delete it.


Month
J
FRI
3
SAT
4
cotland)
10
11
17
18
hool Trip - 1
24
25
TASKS
My Tasks
Add a task
3 weeks ago
Maga...
Publications

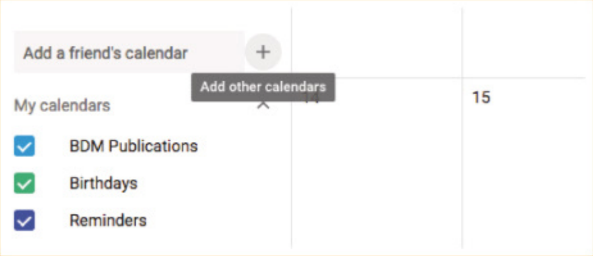
Magazine delivery
Update number of copies ordered.
Confirm volumes via email.

Create a New Calendar

With Google Calendar you are not restricted to having one calendar crammed with all your birthdays, events, appointments and holidays. To make things less messy, it is possible to create several calendars if, for example, you want to keep personal and business entries completely separate.

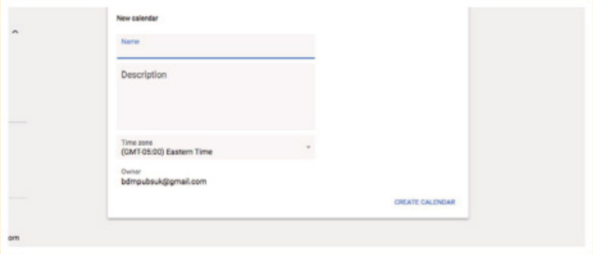
Step 1

› At the left-hand side of the Google Calendars screen, look for the section labelled My Calendars. Click on the small arrow button and select Create New Calendar.


Add a friend's calendar
Add other calendars
My calendars
15
BDM Publications
Birthdays
Reminders

Step 2

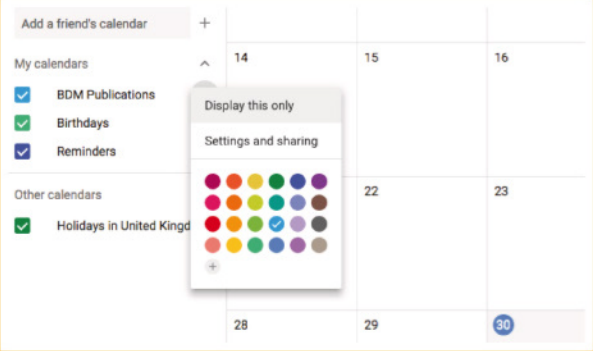
› Give your new calendar a title and write a description if you wish. The location box is useful if the calendar is to be public, as it makes it easier for your friends or family to find events on it.


New calendar
Name
Description
Time zone
CREATE CALENDAR

(GMT-05:00) Eastern Time
Owner
bdmpubsuk@gmail.com

Step 3

› All of the calendars you create will be listed under My Calendars on the left side of your page. Just click on the name to select it. For each of the calendars, you can add, delete and edit events any time you like.

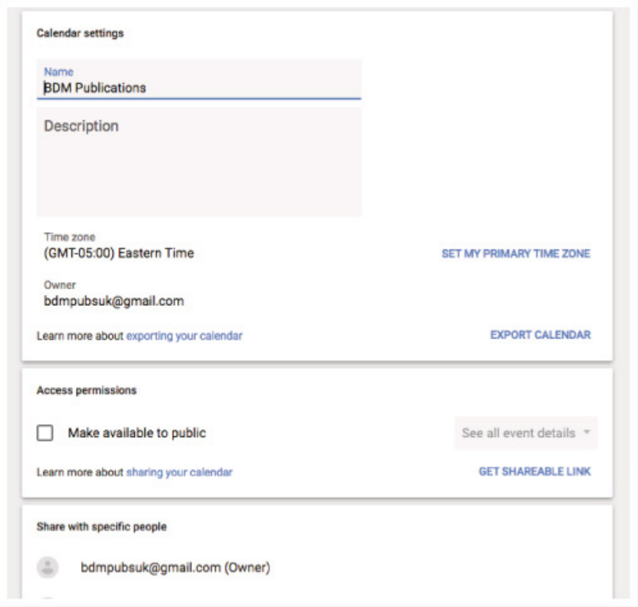

Add a friend's calendar
My calendars
BDM Publications
Birthdays
Reminders
Other calendars
Holidays in United Kingd
Display this only
Settings and sharing
14
15
16
22
23
28
29
30

Sharing Your Calendar

It is possible to share your different calendars with individuals or groups. An email invitation is sent and the contact will be able to view your calendar alongside theirs.

Step 1

› Log in to your Google Calendar and look for the calendar list on the left-hand side of the screen. Roll the mouse over the calendar you want to share and click the small arrow button. Select Share this Calendar from the drop-down menu.



Calendar settings

Name
BDM Publications

Description

Time zone
(GMT-05:00) Eastern Time

Owner
bdmpubsuk@gmail.com

Learn more about exporting your calendar

Access permissions

☐ Make available to public

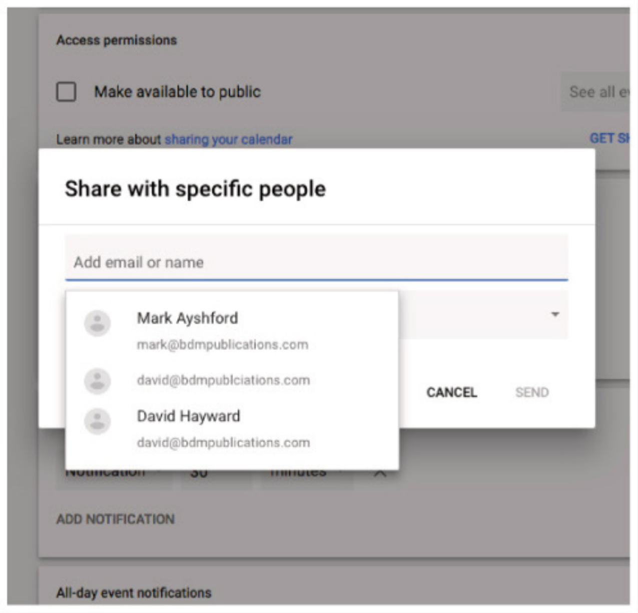
Learn more about sharing your calendar

Share with specific people

bdmpubsuk@gmail.com (Owner)

Step 2

› Enter the email address of the person with whom you want to share your calendar. From the drop-down menu on the right side, select a level of permission (view only or view and make changes), then click Add Person. Click Save to finish.



Access permissions

☐ Make available to public

Learn more about sharing your calendar

Share with specific people

Add email or name

Mark Ayshford
mark@bdmpublications.com

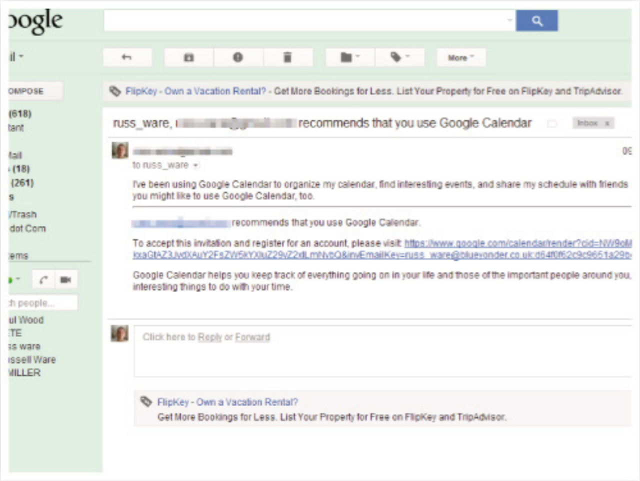
david@bdmpublciations.com

David Hayward
david@bdmpublications.com

All-day event notifications

Step 3

› Once you click Save, the person with whom you selected to share the calendar will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her Other calendars list.



FlipKey - Own a Vacation Rental? - Get More Bookings for Less. List Your Property for Free on FlipKey and TripAdvisor.

russ_ware, [redacted] recommends that you use Google Calendar

[redacted]
to russ_ware

I've been using Google Calendar to organize my calendar, find interesting events, and share my schedule with friends you might like to use Google Calendar, too.

[redacted] recommends that you use Google Calendar.

To accept this invitation and register for an account, please visit https://www.google.com/calendar/render?cid=

Google Calendar helps you keep track of everything going on in your life and those of the important people around you, interesting things to do with your time.

Click here to Reply or Forward

FlipKey - Own a Vacation Rental?
Get More Bookings for Less. List Your Property for Free on FlipKey and TripAdvisor.

What Platforms are Compatible?

Google Calendar uses the iCalendar (iCal) file format to save/share its calendars and the relevant information. Having been created in 1988, this open source software was quickly adopted by a wide array of developers for use in their platform specific calendar apps. What follows is a listing of the platforms and applications that will be compatible with Google Calendar files.

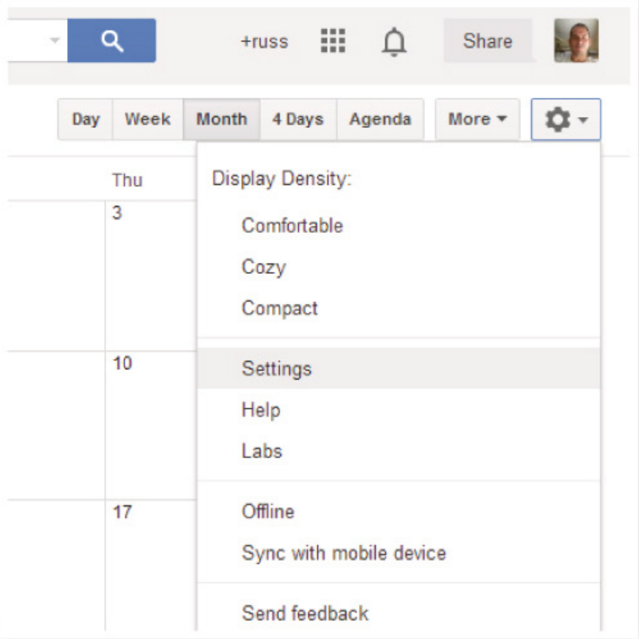
- **Apple**
- **Yahoo!**
- **eM Client**
- **Mozilla**
- **IBM**
- **Microsoft Outlook**
- **Novell GroupWise**

SMS Reminders

If you have Google Calendar on your Android smartphone, your events and reminders can be automatically synced between desktop and mobile. If you don't have Google Calendar on your phone, it is still possible to receive reminders on your mobile.

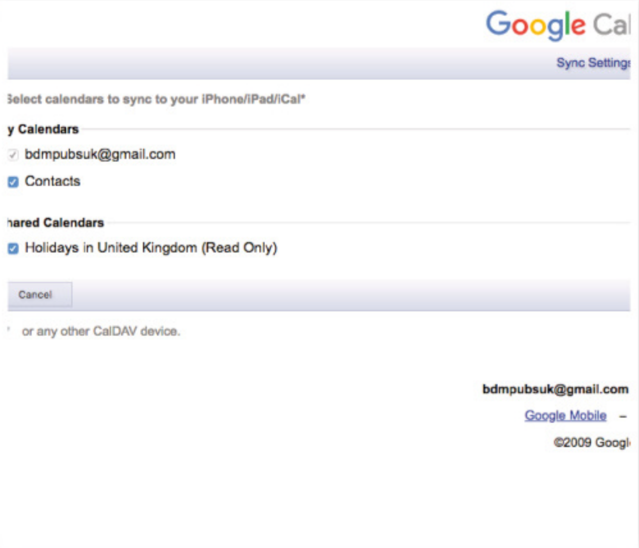
Step 1

❱ The first thing you need to do is obtain a verification code. This will show you that your phone and carrier is capable of receiving SMS reminders from Google Calendar. Click on the gear icon at the top of the page and select Settings from the menu.


+russ
Share
Day
Week
Month
4 Days
Agenda
More
Thu
3
10
17
Display Density:
Comfortable
Cozy
Compact
Settings
Help
Labs
Offline
Sync with mobile device
Send feedback

Step 2

❱ Click on the Mobile Setup tab at the top of the settings page. Select your country from the drop-down list and then enter your full mobile phone number. You may also need to select your carrier from the menu that appears.


Google Cal
Sync Setting
Cancel
Google Mobile

elect calendars to sync to your iPhone/iPad/iCal*

y Calendars

☑ bdmpubsuk@gmail.com

☑ Contacts

hared Calendars

☑ Holidays in United Kingdom (Read Only)

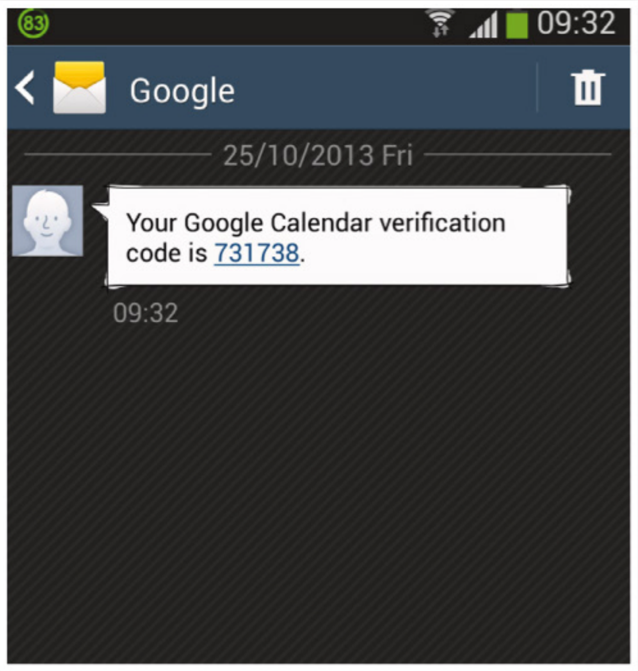
or any other CalDAV device.

bdmpubsuk@gmail.com

©2009 Googl

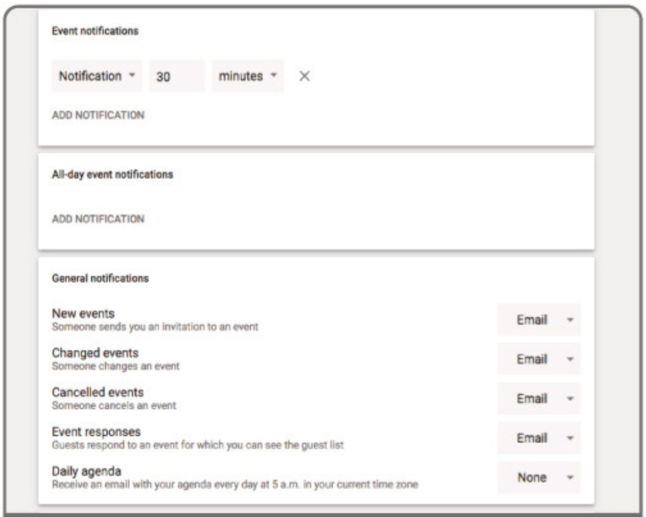
Step 3

❱ If your carrier is supported, click the Send Verification Code button and you receive a text message on your phone. Once you receive this message, enter the code you received in the Verification code field and click the Finish setup button. Click Save.


83
09:32
Google
25/10/2013 Fri

Your Google Calendar verification code is 731738.

09:32


ADD NOTIFICATION
ADD NOTIFICATION

Event notifications

Notification 30 minutes

All-day event notifications

General notifications

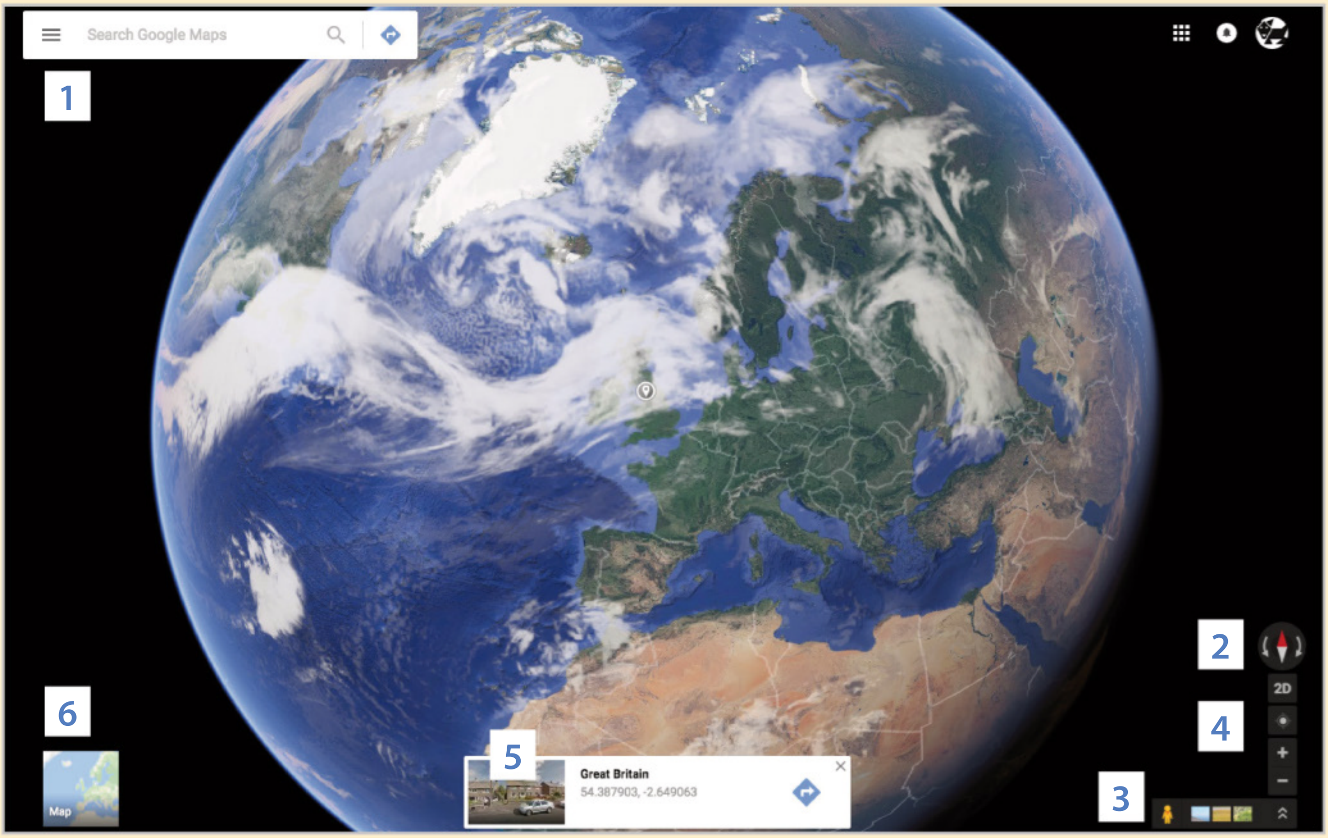
New events Someone sends you an invitation to an event	Email
Changed events Someone changes an event	Email
Cancelled events Someone cancels an event	Email
Event responses Guests respond to an event for which you can see the guest list	Email
Daily agenda Receive an email with your agenda every day at 5 a.m. in your current time zone	None

Notifications

Google Calendar offers a variety of notification options for both email and SMS. When selected, you receive notifications when somebody sends you invitations, updates, replies, or cancellation messages to events. Event organisers however may still choose not to send these notifications when they create or change events. If you deselect the notification options in these settings, you won't receive the respective notifications, even when event creators explicitly click to send invitations or updates.

Get Started with Google Maps

Google Maps is a great service that you view in your web browser or via the app. Depending on your location, you can view basic or custom maps and local business information, and that's just the start. Here's how to get started using Google Maps.



1 Search Maps

You can search for places (towns, cities, addresses) and businesses using the search box at the top of the page. Search for a location and the view will switch to show that location. Search for businesses and the view will remain the same but red dots will appear to show individual businesses. If you search for "railway stations Devon" the map will zoom to the location (Devon) and show all known railway stations in that area.

You can also search for individual businesses by name. If there is more than one business with that name, a list will appear to the left of the map, showing the addresses of each of the businesses. Click on the business in the list to be taken there.

2 Pan Controls

You can use this control to move the view up, down, left and right. You can also scroll around the map by clicking anywhere on it (you will see the mouse pointer change to a hand) and dragging the map in the direction you want to move.

This is a quick and easy way, not only to show off the impressive visuals this app contains but also make navigating easier too.

To navigate around the world with even greater ease; press and hold the mouse button or press your finger on the touch screen, then move the mouse or swipe around the screen. You can also press the hold the SHIFT key to hold the central position and move on a point.

3 Street View

❱ Click on the little man and drag him onto the map. Any road or street that is overlaid in blue can be viewed in Street View. You simply drop the man at the location you want to view. Once in Street View, you can split the map screen so that half shows the map view and half shows the Street View. To do this, click on the box in the bottom right corner of Street View.

4 Zoom Controls

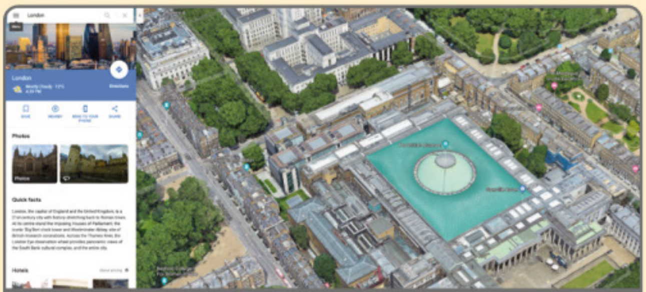
❱ Click the + and – buttons to zoom in and out of the map. You can also click on the slider and drag it up and down to zoom more quickly. If you have a mouse with a scroll wheel on it, you can use this to zoom in and out of the map much more easily.

5 Information Box

❱ Many businesses are shown on the map with an icon next to the name, particularly restaurants, hotels and pubs. Click on the icon to pop up the information box. This will show you the address details, links to reviews and to a website if applicable. You can also click the Directions link to quickly open the Route Planner menu.

6 Map Layers/Map View

❱ These controls let you switch to a flat map view, as well as add layers of information that can be overlaid on the map. These layers include traffic, weather, webcams, photos, public transport information and many others.



MapsGL

You now also have the option to use MapsGL. MapsGL uses new technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows Google to provide seamless transitions between various levels of imagery and different map views. You can view some buildings in 3D and parts of the map using 45 degree aerial images. This is still a beta test of the feature, so it doesn't work everywhere you want to look.

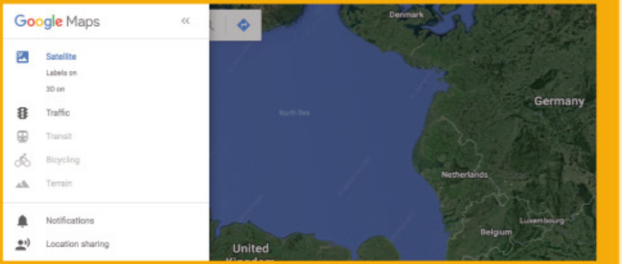
MapsGL requires a certain level of specification in your computer to work. You can check out the recommended specifications at www.maps.google.com.

Your Places

Your Places makes it easy for you to organise content relevant to you on Maps, including maps you have created with My Maps, businesses you have rated in Google+ Local and locations and directions you have previously searched for.

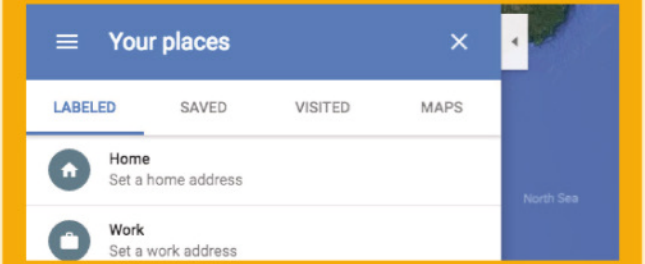
Step 1

❱ To access your content, open Google Maps and click on the Your Places link. If you're not logged in to your Google account, you'll be prompted to sign in before continuing. Your content will appear in the left panel.



Step 2

❱ Click the tabs at the top to see specific types of information. Your ratings, check-ins, and directions will appear under the More menu. To add a Home and Work location, click on the relevant button.

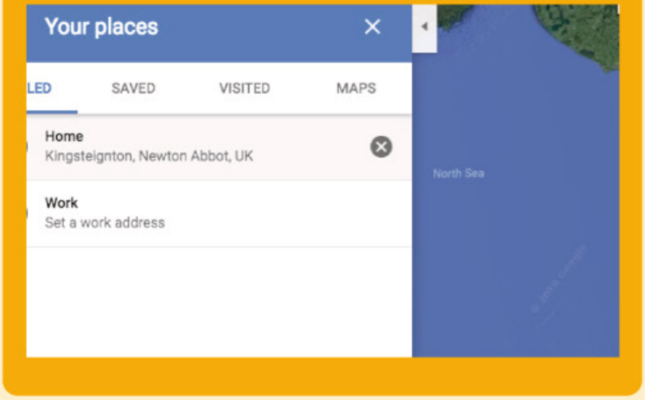


Home
Set a home address

Work
Set a work address

Step 3

❱ To delete content, click on the "X" icon to the right of any item. Note that deleting information from the Your Places tab will also permanently remove it from any related activities.



Home
Kingsteignton, Newton Abbot, UK

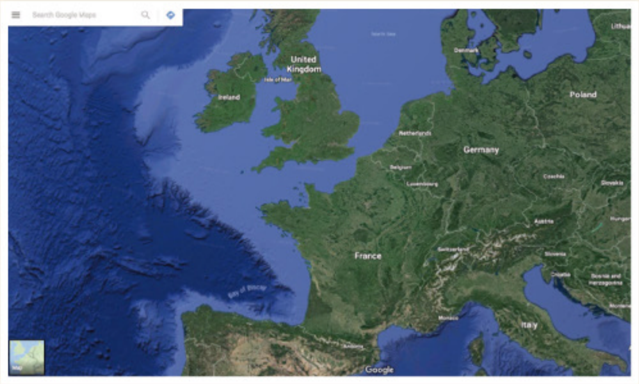
Work
Set a work address

Planning a Route with Maps

Google Maps features a very powerful, and normally very accurate, route planner. You can plan a route by car, on foot or even using public transport. If you save your route to My Maps, you can easily access it again on your mobile device.

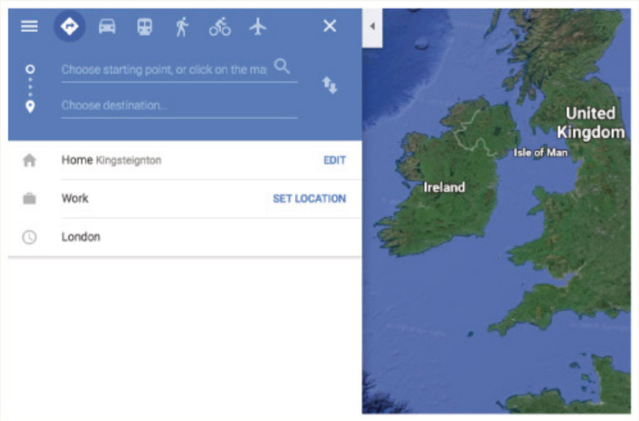
Step 1

› Click on the Apps icon at the top right of the Google Search home page and select Maps. The map, normally zoomed out on the country you live in, will be shown on the page and a search box, which will act as your navigation hub. Note: If you aren't signed in to your Google account, do so now.


Search Google Maps
United Kingdom
Ireland
Poland
Germany
France
Italy
Google

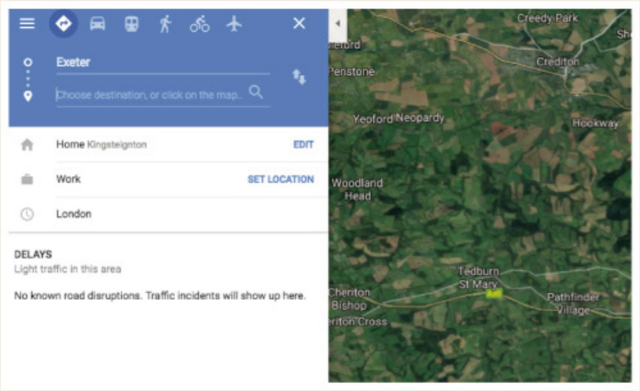
Step 2

› Click on the blue arrow on the search box. Two boxes will appear in the blue bar, these are start and destination input points, along with buttons to choose your mode of transport. These include travelling by car, on foot, by public transport or by bicycle. Click on the mode of transport you will be using.


Choose starting point, or click on the ma
Choose destination...
Home Kingsteignton
EDIT
Work
SET LOCATION
London
United Kingdom
Isle of Man
Ireland

Step 3

› In the start box, type the starting point for your journey. If you have added a home address to My Places, and if your journey starts at home, you can simply type Home in the first box. If not, type your preferred starting locations. This can be an address or even just a town or city.

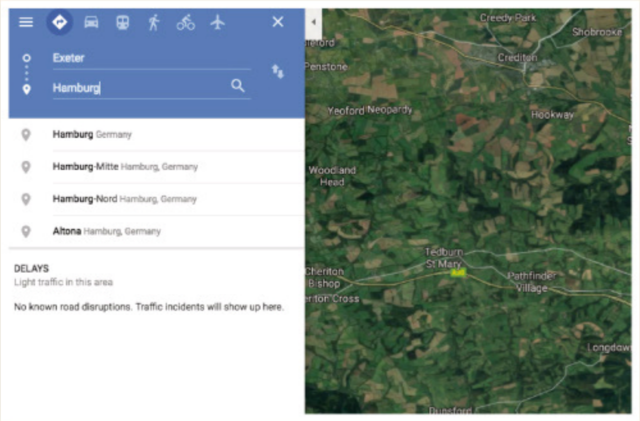

Exeter

DELAYS
Light traffic in this area

No known road disruptions. Traffic incidents will show up here.
Choose destination, or click on the map...
Home Kingsteignton
EDIT
Work
SET LOCATION
London
Creedy Park
Crediton
Penstone
Yeoford Neopardy
Hookway
Woodland Head
Cheriton Bishop
Tedburn St Mary
Pathfinder Village

Step 4

› Type your destination in the second box. Again, this can be an exact address or a town or city. Suggestions will appear as you type, so make sure you select the correct address; there will almost certainly be more than one instance of your street name to be found.


Exeter

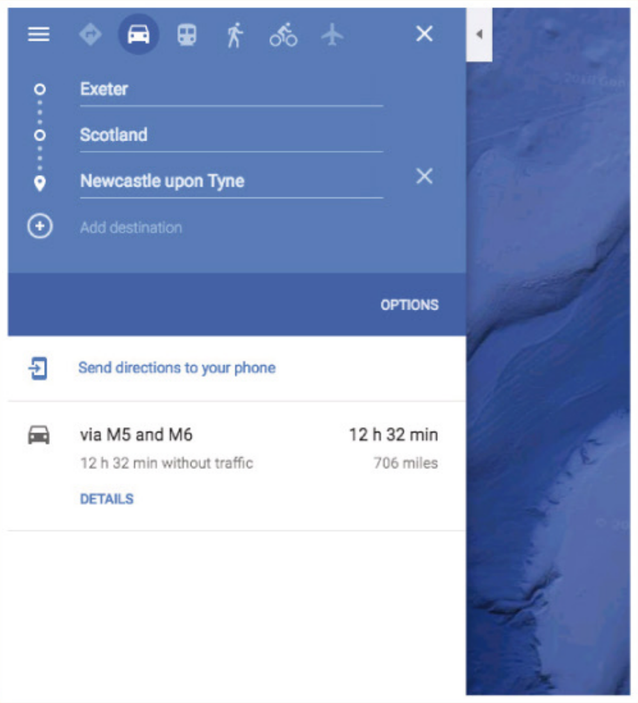
Hamburg

DELAYS
Light traffic in this area

No known road disruptions. Traffic incidents will show up here.
Hamburg Germany
Hamburg-Mitte Hamburg, Germany
Hamburg-Nord Hamburg, Germany
Altona Hamburg, Germany
Creedy Park
Shobrooke
Crediton
Penstone
Yeoford Neopardy
Hookway
Woodland Head
Cheriton Bishop
Tedburn St Mary
Pathfinder Village
Longdown
Dunsford

Step 5

With both starting point and destination completed, Google Maps will automatically generate your route. If you want to include additional stopping points to your journey, click on Add Destination and a third box will appear. Remove this box by clicking the X next to it.



Exeter

Scotland

Newcastle upon Tyne

Add destination

OPTIONS

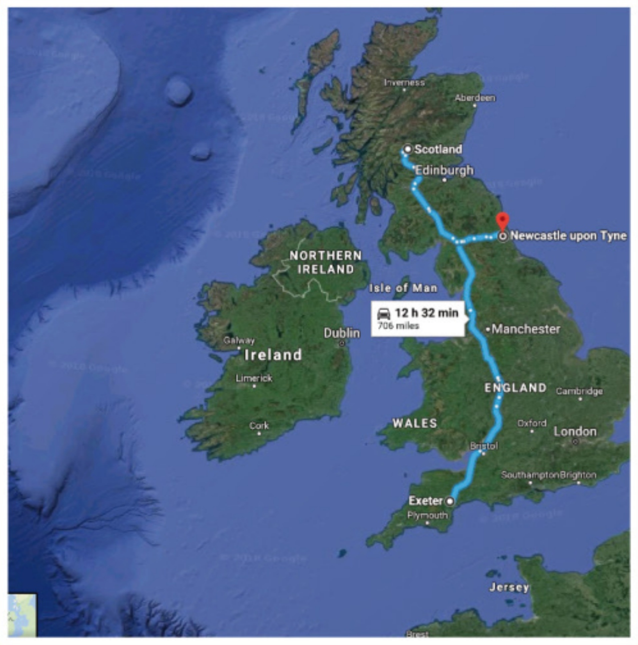
Send directions to your phone

via M5 and M6 | 12 h 32 min
12 h 32 min without traffic | 706 miles

DETAILS

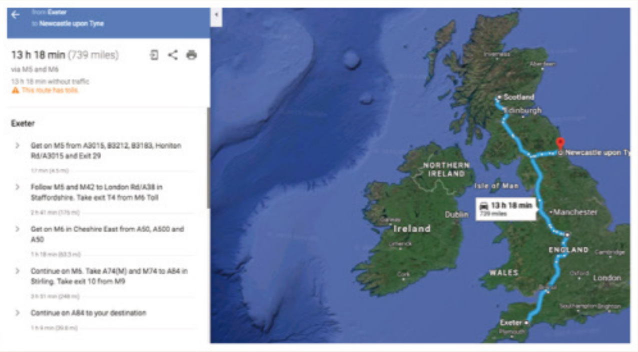
Step 6

Having generated your route, the map screen will zoom in to show the complete journey highlighted in blue. You can zoom in and out as normal if you want to get a closer look at the route. You can also alter the route by clicking on any part of it and dragging the blue line.


Inverness
Aberdeen
Scotland
Edinburgh
Newcastle upon Tyne
NORTHERN IRELAND
Isle of Man
12 h 32 min
706 miles
Dublin
Manchester
Galway
Ireland
Limerick
ENGLAND
Cambridge
Cork
WALES
Oxford
London
Bristol
Southampton
Brighton
Exeter
Plymouth
Jersey
Brest

Step 7

The route is shown as a list of directions in the left-hand column which is accessed by clicking the Details icon. At the top of the list the distance and the estimated journey time is displayed. Roll your mouse over the list and you will see a marker displayed on the map at different junctions, roundabouts, etc.



from Exeter
to Newcastle upon Tyne

13 h 18 min (739 miles)
via M5 and M6
13 h 18 min without traffic
⚠ This route has tolls.

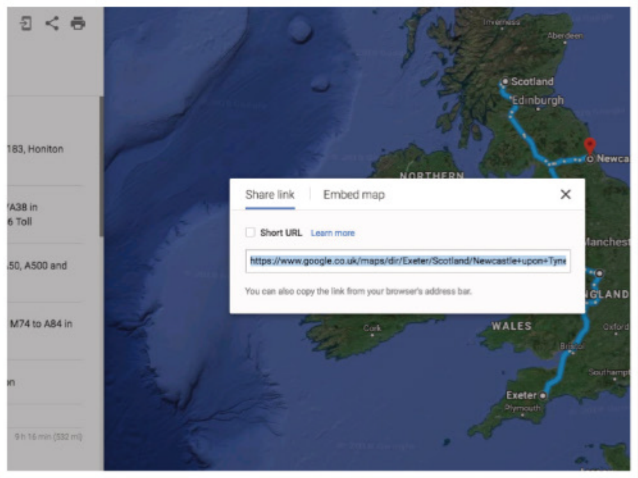
Exeter

- Get on M5 from A3015, B3212, B3183, Honiton Rd/A3015 and Exit 29
- Follow M5 and M42 to London Rd/A38 in Staffordshire. Take exit T4 from M6 Toll
- Get on M6 in Cheshire East from A50, A500 and A50
- Continue on M6. Take A74(M) and M74 to A84 in Stirling. Take exit 10 from M9
- Continue on A84 to your destination

Scotland
Edinburgh
Newcastle upon Tyne
NORTHERN IRELAND
Isle of Man
13 h 18 min
739 miles
Dublin
Manchester
Ireland
ENGLAND
WALES
London
Exeter

Step 8

Scroll to the top of the directions list and you will see three icons, a link to save the route to My Maps. Share the details and you can also print directions directly by clicking the printer button. You can choose to show the map or just the directions on your printout.



Share link | Embed map

☐ Short URL Learn more

https://www.google.co.uk/maps/dir/Exeter/Scotland/Newcastle+upon+Tyne

You can also copy the link from your browser's address bar.

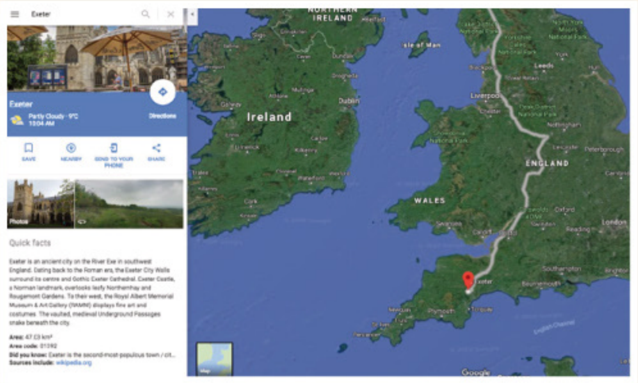
Inverness
Aberdeen
Scotland
Edinburgh
Newca
NORTHERN
Manchest
GLAND
Cork
WALES
Oxford
Bristol
Southamp
Exeter
Plymouth

Using Google Street View

Street View is a feature of Google Maps that allows you to quickly and easily view and navigate high-resolution, 360-degree street level images of various cities around the world. With this guide you can learn the new ways to enter Street View.

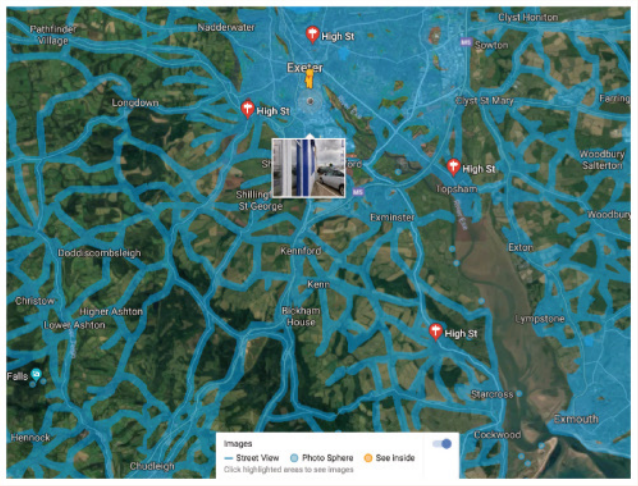
Step 1

› To start using Street View, open the Google Maps page by clicking on the Maps link on the Google Search home page. Type the name of the street, town or city you want to start viewing in the search box at the top of the screen.


Exeter
NORTHERN IRELAND
Ireland
WALES
ENGLAND
Quick facts

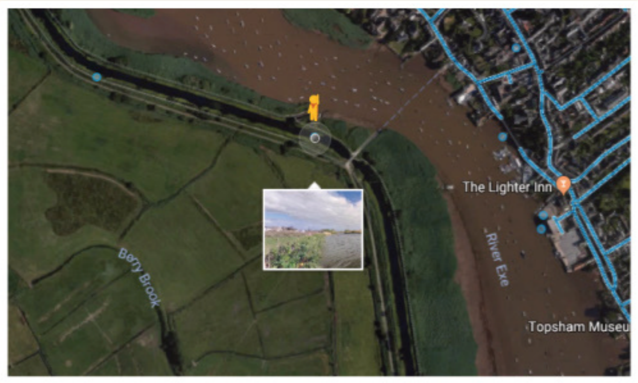
Step 2

› When the map has zoomed in to show the area you searched for, click and drag the little yellow man from the bottom of the map zoom controls, onto the map. Blue lines will appear to show which streets and roads have been captured for Street View.


Pathfinder Village
Nadderwater
High St
Exeter
Longdown
Topsham
Exminster
Kenford
Doddiscombsleigh
Christow
Higher Ashton
Lower Ashton
Exton
Lympstone
Starcross
Exmouth
Cockwood
Chudleigh
Hennock
Woodbury
Images
Street View
Photo Sphere
See inside

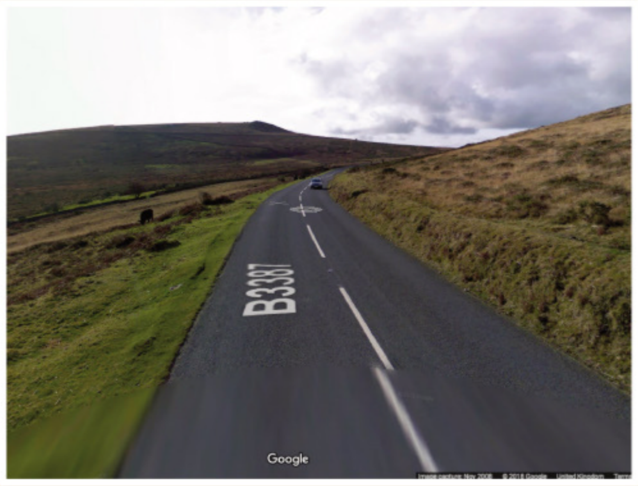
Step 3

› Drop the yellow man icon onto any of these blue lines to see that road in Street View. As you hold the man over a marked location, Street View image will remain static, but if you slowly move it you will get additional Street View previews.


The Lighter Inn
River Exe
Berry Brook
Topsham Museu

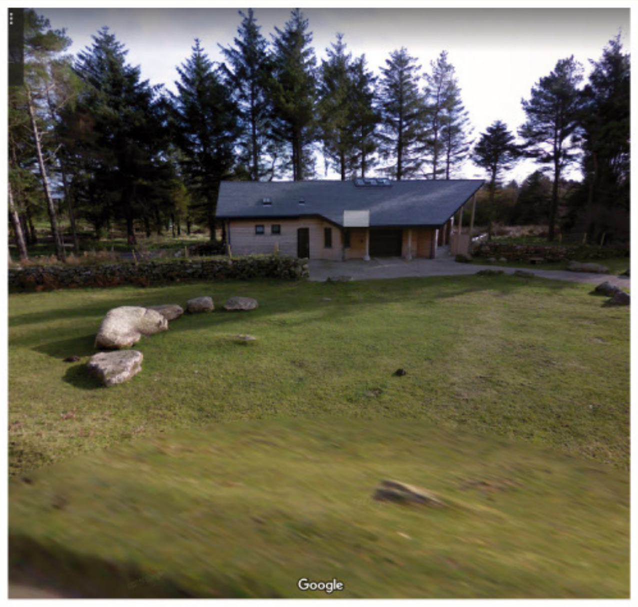
Step 4

› With Street View now showing, you can move around by moving the mouse pointer onto the road so that it becomes a circle and then clicking. The camera will pan forward to that position. Repeating this action lets you follow roads and streets along their length.


B3387
Google

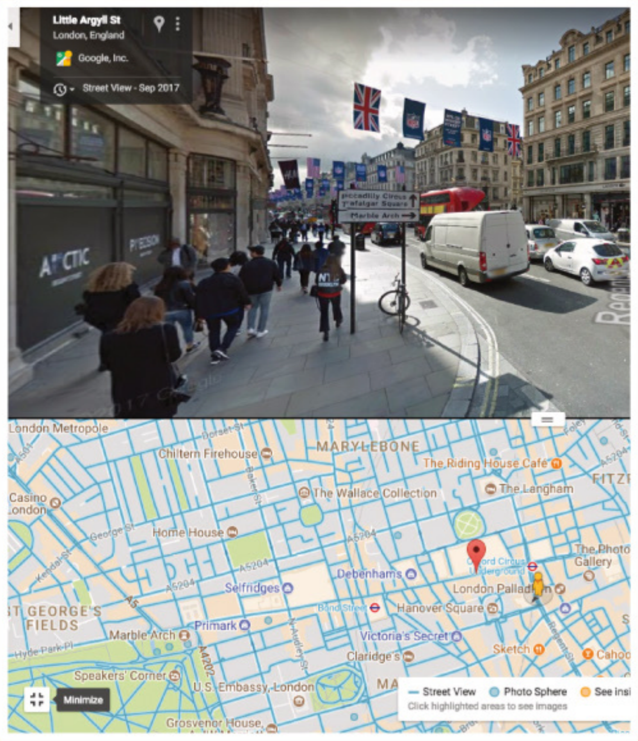
Step 5

❱ Move the mouse pointer up onto the side of a building and it turns into a rectangle. Click the mouse and the camera will rotate to show the building centred on the screen. If, when you move the pointer onto a building, it shows a magnifying glass, you can zoom in to the image.



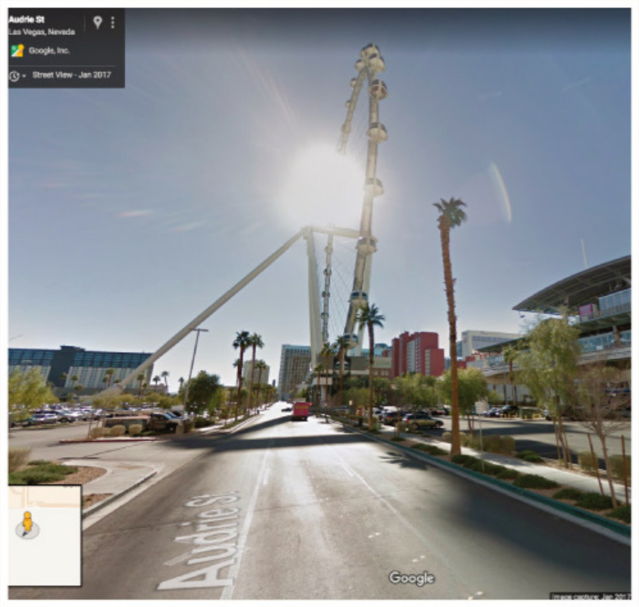
Step 6

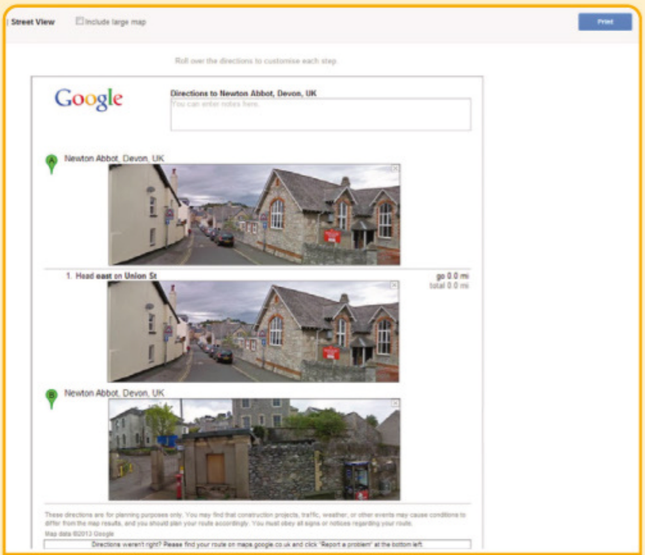
❱ In the corner of the Street View window is a small box showing your position on the map. You can expand or minimise it by clicking the icon to the bottom left. When you expand the map box, it will split the screen with Street View. You can also quick navigate your location by double tapping on the desired location.


Little Argyll St
London, England
Google, Inc.
Street View - Sep 2017
London Metropole
Chiltern Firehouse
MARYLEBONE
The Riding House Café
The Wallace Collection
The Langham
Casino London
Home House
Selfridges
Debenhams
The Photo Gallery
ST GEORGE'S FIELDS
Primark
Hanover Square
London Palladium
Marble Arch
Victoria's Secret
Claridge's
Sketch
Speakers' Corner
U.S. Embassy, London
Grosvenor House
Minimize
Street View
Photo Sphere
See insi
Click highlighted areas to see images

Step 7

❱ You can also use the mouse wheel to zoom in and out of the image in Street View. If you want to view the image in full screen, click in the button with four arrows in the top corner of the window. Click the X next to that to close Street View and return to the normal map view.


Audrie St
Las Vegas, Nevada
Google, Inc.
Street View - Jan 2017
Audrie St
Google
Image capture: Jan 2017


Street View
☐ Include large map
Print
Google
A
B

Roll over the directions to customise each step

Directions to Newton Abbot, Devon, UK

You can enter notes here.

Newton Abbot, Devon, UK

1. Head east on Union St

go 0.0 mi
total 0.0 mi

Newton Abbot, Devon, UK

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2013 Google

Directions weren't right? Please find your route on maps.google.co.uk and click 'Report a problem' at the bottom left.

Route Plan with Street View

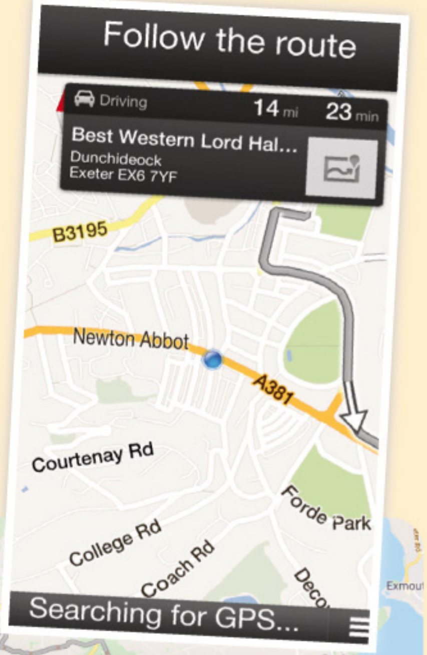
When using the route planner feature of Google Maps, it is possible to have the route displayed with a Street View image for each junction, roundabout or major change of direction. To activate this option, plan your route using the steps shown previously, click to print the route and then click the Street View link at the top of the Print screen.

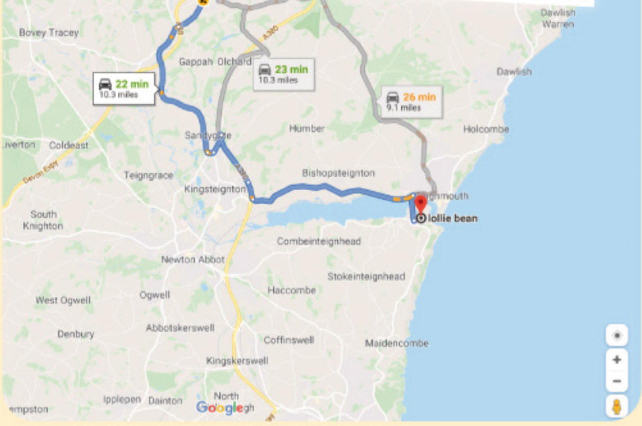
Google Maps Tips and Tricks

Google Maps and Google Earth are two of the most powerful and useful tools that Google has ever produced. If you have never done more than check out your house on Maps, here are a few tips and tricks that will help you to see the real possibilities of these tools.

Turn-by-Turn Navigation

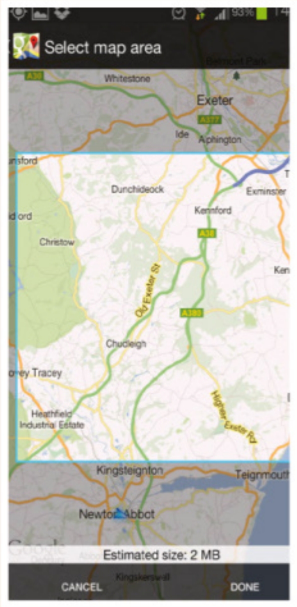
› If you own an Android smartphone, you won't need an extra GPS device for your cross country excursions. Map your road trip and get hands-free, turn-by-turn GPS navigation, complete with voice guidance. You can even get live traffic reports, letting you see current traffic conditions before you set off and while you're on the go. Get estimated travel times and even find alternative routes if things look busy.


Follow the route
Driving
14 mi
23 min
Best Western Lord Hal...
Dunchideock
Exeter EX6 7YF
B3195
Newton Abbot
A381
Courtenay Rd
Forde Park
College Rd
Coach Rd
Searching for GPS...


Chudleigh
Bovey Tracey
22 min
10.3 miles
23 min
10.3 miles
26 min
9.1 miles
Teignmouth
Kingsteignton
Newton Abbot
Bishopsteignton
Dawlish
Ollie bean

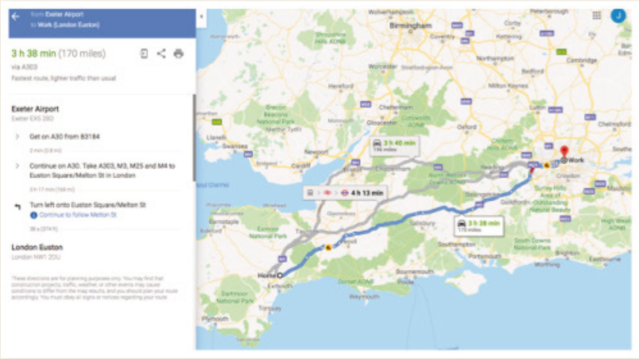
Offline Maps

› Get access to a map, with or without a network signal. Download a map of your destination to use offline and maintain GPS functionality even when you lose mobile service. You can save and use certain maps when you're not connected to the Internet. If your mobile device has GPS, the blue dot shows your location so you know where you are. You can even get maps of indoor spaces. The next time you're running through the airport or in a shopping centre, use Google Maps on your mobile phone to get indoor walking directions and find your way around.


Select map area
Exeter
Dunchideock
Chudleigh
Kingsteignton
Newton Abbot
Estimated size: 2 MB
CANCEL
DONE

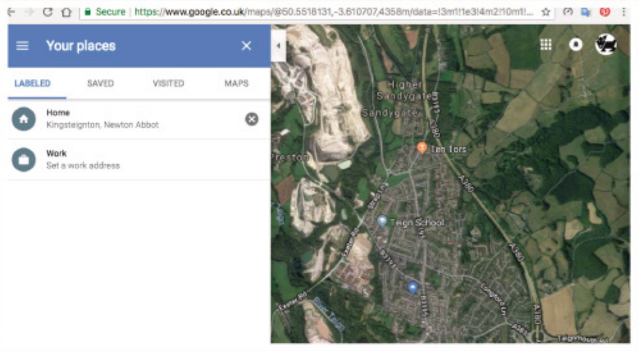
Biking Maps

› If you are more of a fan of pedal power than horsepower, you can use the Google Maps Biking Directions beta. Find dedicated bike trails, routes without motor vehicles and the best streets for cycling. Dark green lines indicate bike trails, light green shows dedicated bike lanes and dotted green lines are bicycle-friendly roads. Navigate it all with biking directions in Google Maps Navigation Beta.


3 h 38 min (170 miles)
Exeter Airport
London Euston
Birmingham

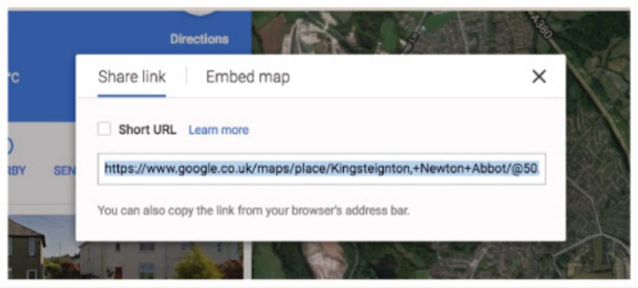
Your Places

❱ Want to map out your travel plans or share hiking spots with friends? Try making your own map of what matters to you most with Your Places. Mark locations, add details like photos and links and invite others to collaborate with you on your map; and access it on your Android device. Sign in to your Google account to access your map across all your devices. You can take your map on the go to find your favourite spots easily and even access your desktop location search history on your phone, and vice versa.


Secure
https://www.google.co.uk/maps/@50.5518131,-3.610707,4358m/data=!3m1!1e3!4m2!10m1!...
Your places
LABELED
SAVED
VISITED
MAPS
Home
Kingsteignton, Newton Abbot
Work
Set a work address
Higher Sandygate
Sandygate
Preston
Ten Tors
Teign School

Sharing Maps

❱ You can share maps via a short URL, an HTML embed, email, text message and even send maps to certain GPS units and cars. To generate a customisable embed code or URL, click on the link icon to the top left of your display. Check the Short URL box (or whatever you require) or click the link for Customise and Preview Embedded Map. If you want to send the link out, rather than copy/paste the text that's been generated, click Send for further options.


Directions
Share link
Embed map
☐ Short URL
Learn more

https://www.google.co.uk/maps/place/Kingsteignton,+Newton+Abbot/@50

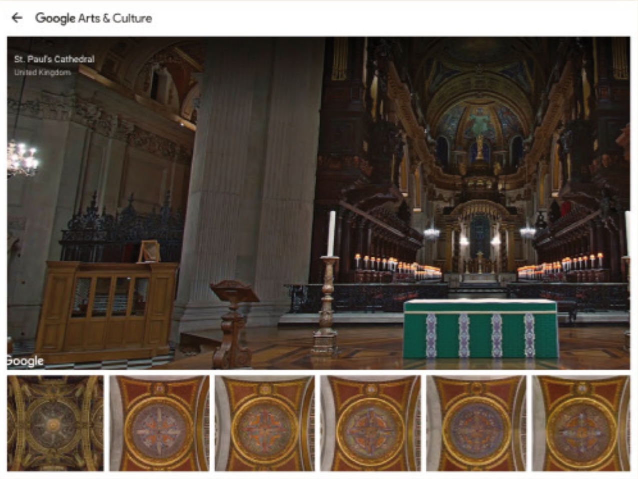
You can also copy the link from your browser's address bar.

MapsGL

❱ MapsGL uses technology called WebGL (Web-based Graphics Library) to enhance the Google Maps experience. WebGL brings 3D graphics to your browser without the need to install additional software. This allows you to provide seamless transitions between various levels of imagery and different map views. Some of the MapsGL improvements include 3D buildings in Map view mode and 45° aerial imagery, smooth transitions between zoom levels and seamless 45° aerial view rotations and the ability to Swoop quickly from the Map View to Street View imagery. With MapsGL, you can experience all of this in your browser without a plug-in.

Google Arts & Culture

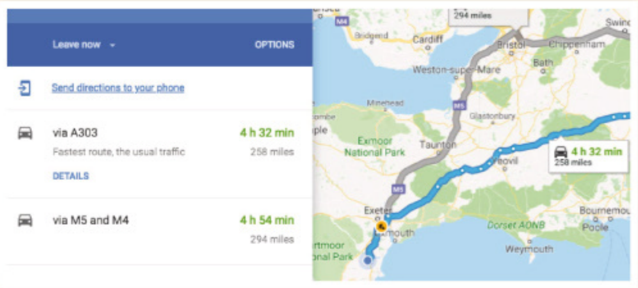
❱ Google Arts & Culture is a platform which brings world heritage sites of the modern and ancient world online. Using Street View, 3D modelling and other Google technologies, these amazing sites are now accessible to everyone across the globe. With videos, photos and in-depth information, you can now explore the wonders of the world from your armchair just as if you were there. A fantastic feature that makes Street View even more unmissable.


Google Arts & Culture
St. Paul's Cathedral
United Kingdom
Google

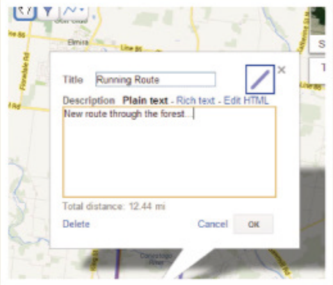
Send to Phone

❱ Google Send to Phone enables you to send text messages of Google Maps content to your mobile phone. For example, you might text yourself an address or location you've found.

To send something you've found on Google Maps to your phone, click the link icon in the left panel. Click Send and choose Phone from the left side. Enter the required information and hit Send. You'll receive a text message with your selection. You can also send a local search result to your phone, by clicking More > Send from the place marker's location information window.


Leave now
OPTIONS
Send directions to your phone
via A303
4 h 32 min
Fastest route, the usual traffic
258 miles
DETAILS
via M5 and M4
4 h 54 min
294 miles
294 miles
4 h 32 min
258 miles
Cardiff
Bristol
Chippenham
Bath
Weston-super-Mare
Minehead
Glastonbury
Exmoor National Park
Taunton
Yeovil
Exeter
Exmouth
Dorset AONB
Bournemouth
Poole
Weymouth

My Places



Title: Running Route

Description: Plain text - Rich text - Edit HTML

New route through the forest...

Total distance: 12.44 mi

Delete
Cancel
OK

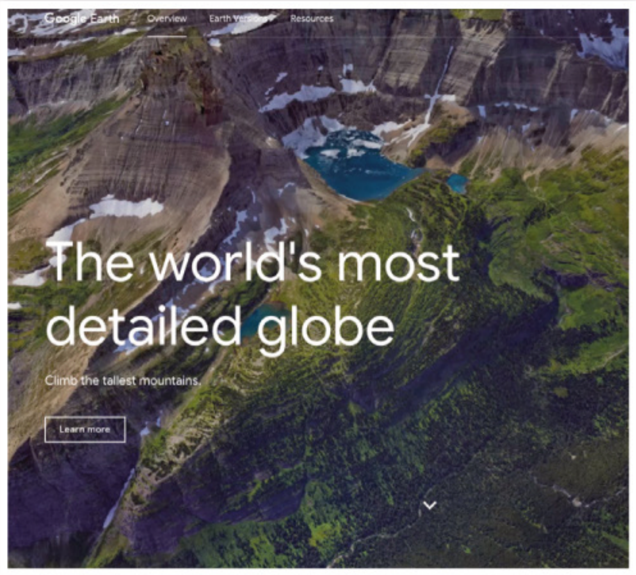
❱ Using My Places, you can create custom, annotated Google Maps that include place marks, lines a nd shapes. You can even add descriptive text and embed photos and videos in your map; then share your maps with others. This can be handy for mapping out your favourite restaurants, planning an upcoming holiday or saving biking routes for future reference.

Explore with Google Earth

Google Earth lets you explore the world from the comfort of your own home. Featuring high quality satellite imagery, as well as incredible 3D rendered models, Google Earth lets you take a trip to a faraway place, stroll through a 3D forest and even travel back in time.

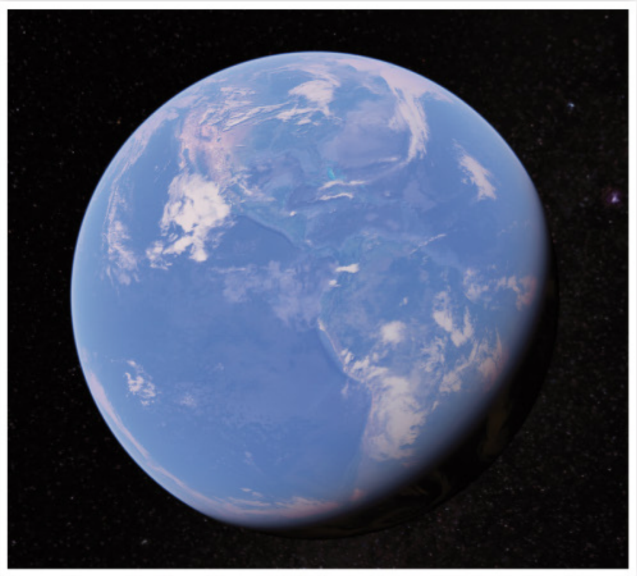
Step 1

› If you have not already installed the Google Earth app on your device, you will need to do this before you can begin. From the Google Earth webpage, click on the Learn more link in the bottom left corner of the screen and click on the Earth Pro link to start the download.


Google Earth
Overview
Earth Versions
Resources
The world's most detailed globe
Climb the tallest mountains
Learn more

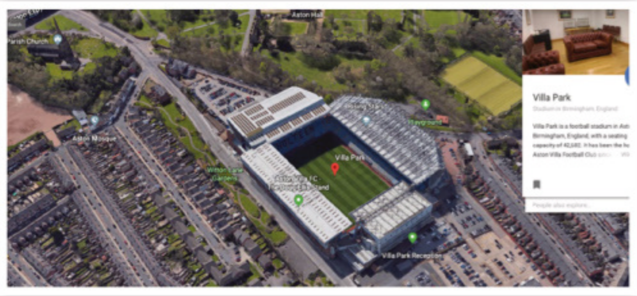
Step 2

› Click on the links to install the app. When installation is complete, you will need to refresh the page to load the Earth view. You should notice that the view changes to show detail that is more realistic. You can now zoom right out to show the whole globe.



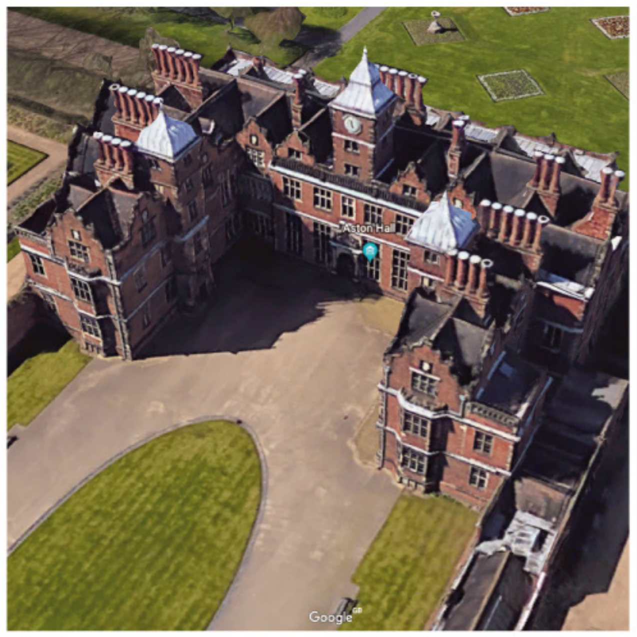
Step 3

› You can search for locations in Google Earth by clicking the Search icon in the side bar to the left of the screen. Type the name of a street, town or country in the search box and the view will zoom in to show it. Search also for landmarks and businesses.



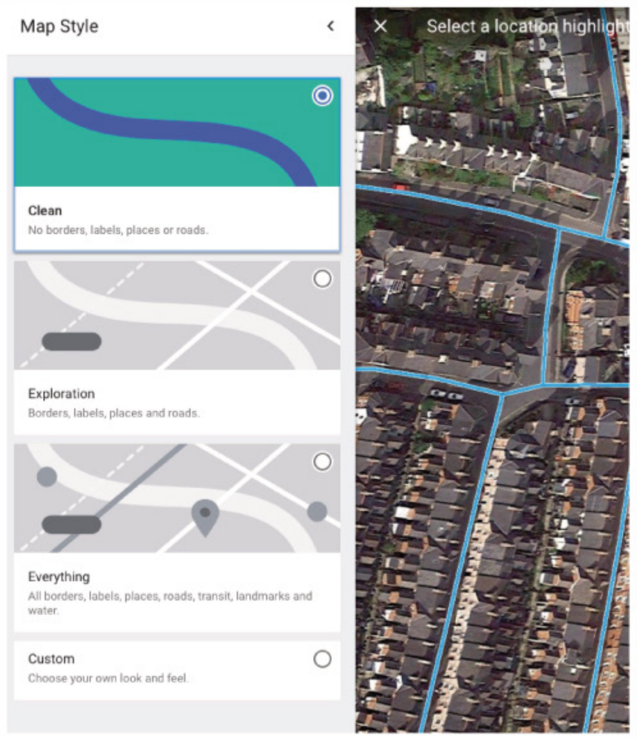
Step 4

› The view of many locations in Google Earth will be in 3D. To tilt the camera, use the controls at the top left of the window: the control with the eye tilts the camera, the control with the hand pans the camera. You can pan, zoom and tilt by right-clicking on a point and moving the mouse.


Aston Hall
Google

Step 5

› Switch to view while using Google Earth by clicking the Menu options, top right, and then selecting Map Style. Now you can pick how the Map details are shown. From limited information to in-depth detail or an option between the two.


Map Style

◉ Clean
No borders, labels, places or roads.

○ Exploration
Borders, labels, places and roads.

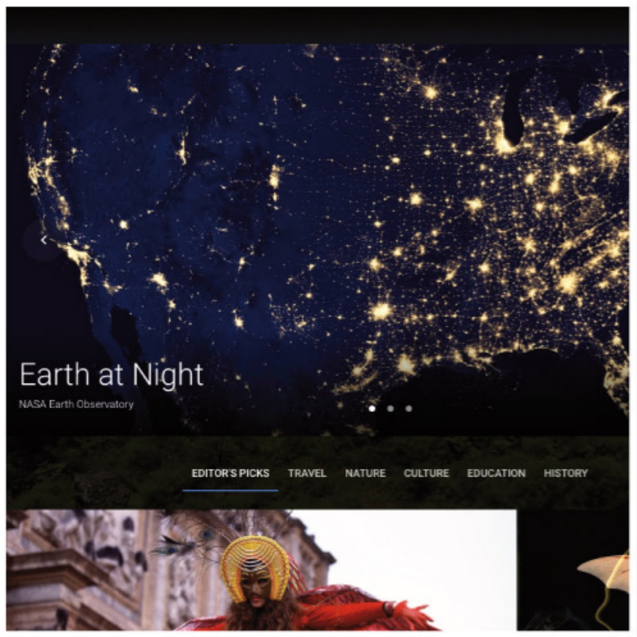
○ Everything
All borders, labels, places, roads, transit, landmarks and water.

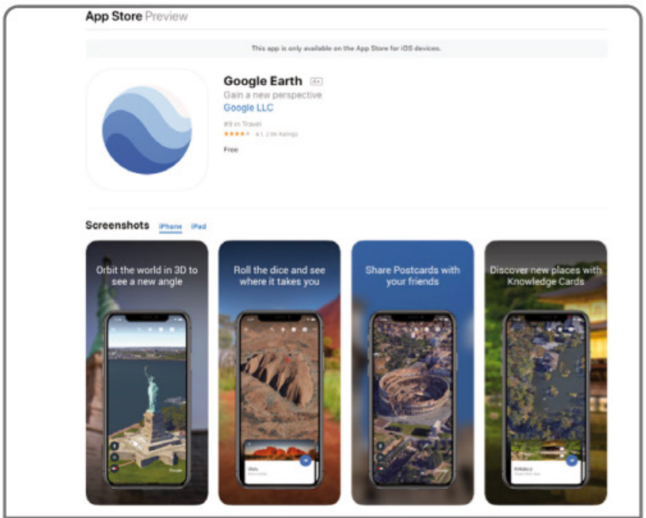
○ Custom
Choose your own look and feel.

Select a location highlight

Step 6

› You can access news, photos, videos and Wikipedia information via Google Earth. Click on the ship's wheel icon on the left side bar to switch to the Voyager screen. You can then click on individual piece to read it in full. This information is updated regularly so remember to check back.


Earth at Night
NASA Earth Observatory
EDITOR'S PICKS
TRAVEL
NATURE
CULTURE
EDUCATION
HISTORY


App Store Preview

This app is only available on the App Store for iOS devices.

Google Earth 4+
Gain a new perspective
Google LLC
#9 in Travel
Free

Screenshots iPhone iPad

Orbit the world in 3D to see a new angle
Roll the dice and see where it takes you
Share Postcards with your friends
Discover new places with Knowledge Cards

Google Earth Mobile

In addition to the desktop app described above, you can also download and install the standalone mobile version of the app. The desktop version lets you view satellite imagery, maps, terrain, 3D buildings, galaxies far away in space and the deepest depths of the ocean. You can learn about the moon and follow Apollo missions; take narrated tours about the effects of climate change and even travel back in time with Historical Imagery. The Google Earth app is available for your Android or Apple devices.

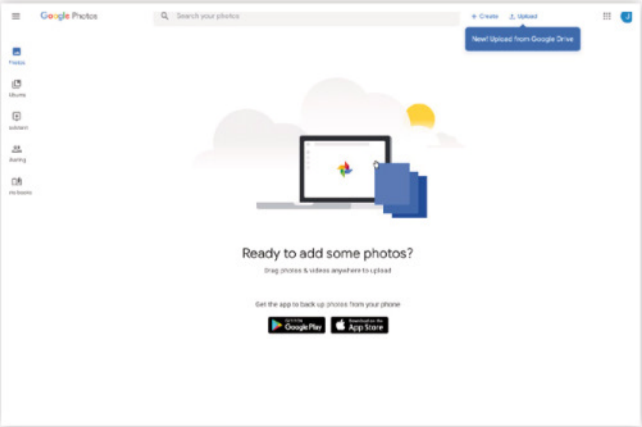
Getting Started with Photos

If you have never used Photos before, you may be surprised to discover just how useful this free tool is. It not only lets you create slideshows of your favourite images and share images with your friends and family, it also allows you to edit your images. By making Photos the central hub for your photography those memories will be safe.

Uploading to Photos

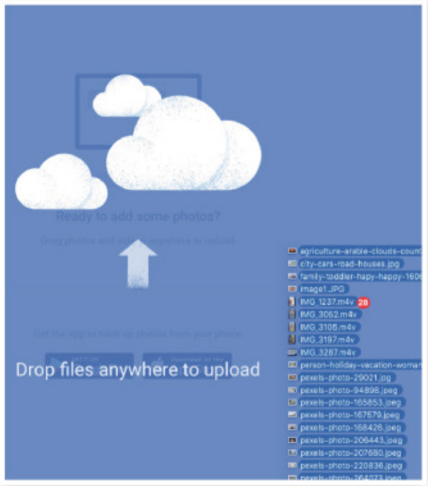
Step 1

› Open the Photos app via the App icon and the drop down menu accessed from it. The first thing you will need to do with Photos is upload your images and videos into it. Unlike its predecessor Google's Picasa, Photos doesn't search your computer for compatible files thus you will need to organise yours first.


Google Photos
New! Upload from Google Drive
Ready to add some photos?
Google Play
App Store

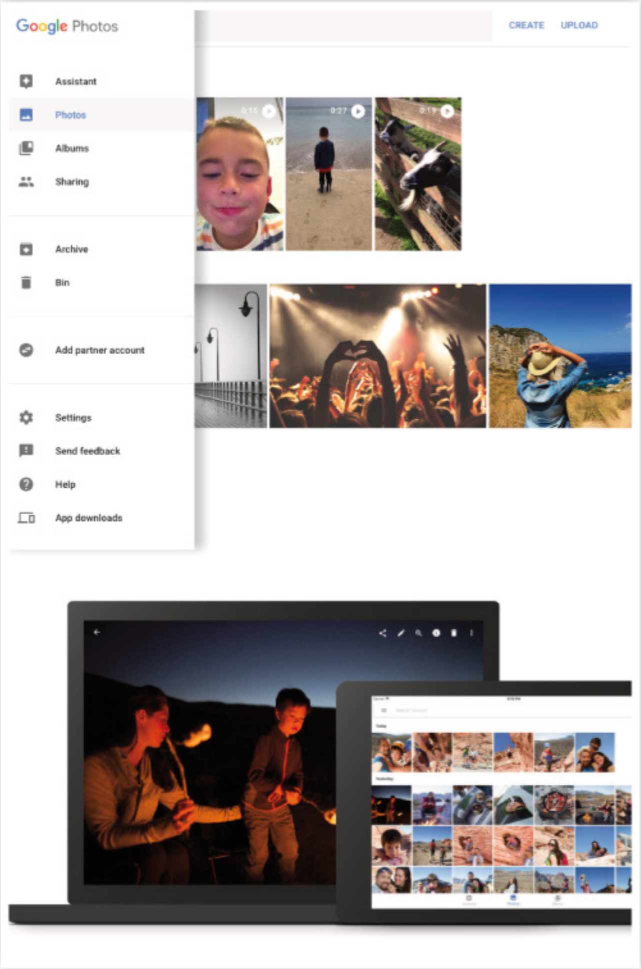
Step 2

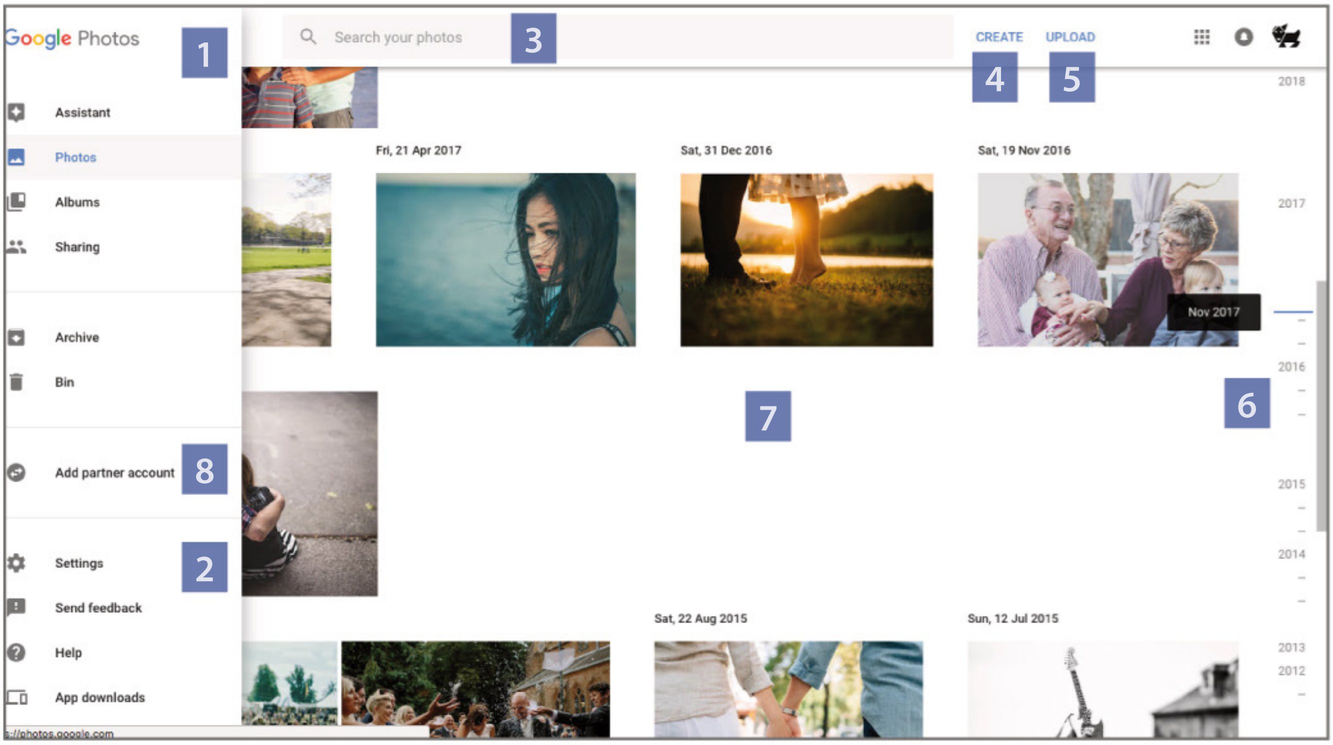
› Having placed the files you wish to upload to Photos in a folder, the quickest way to transfer them is to simply drag and drop the files on the Photos window as a group. Each file will then upload to the app, the speed of which is based on your connection.


Drop files anywhere to upload

Step 3

› When your files have uploaded to Photos, they will be displayed based upon the date the images or videos were captured, newest to oldest being the default setting. Notice the link to the Desktop Uploader, ignore that for now as we will cover it later.


Google Photos
CREATE
UPLOAD
Assistant
Photos
Albums
Sharing
Archive
Bin
Add partner account
Settings
Send feedback
Help
App downloads


Google Photos
1
Search your photos
3
CREATE
UPLOAD
4
5
Assistant
Photos
Albums
Sharing
Archive
Bin
Add partner account
8
Settings
2
Send feedback
Help
App downloads
Fri, 21 Apr 2017
Sat, 31 Dec 2016
Sat, 19 Nov 2016
Nov 2017
7
6
2018
2017
2016
2015
2014
2013
2012
Sat, 22 Aug 2015
Sun, 12 Jul 2015
s://photos.google.com

Using Photos

Below we break down the key features and controls of the Google Photos application, so it's even easier to use.

1 Menu

› By clicking the three lines icon, top left, you can open the main Photos menu panel. Here you can quickly access the key functionality of the application, from sharing your images and videos to clearing out unwanted files.

2 Settings

› The Settings link gives you access to Photos customisable features. From this link you can decide upon your storage options, compressed but high quality storage is free, while keeping your files at the original size is limited to 15GB without a paid upgrade.

3 Search

› By entering the title of your file you can search your image and video database for it. If you have a large amount of files stored in Photos, you can narrow the criteria of your search to specific files from Videos to 360 photos by double clicking the search bar.

4 Create

› Tap this link to open a pop-up menu which contains four additional links, Album, Shared album, Animation and Collage. By click on your choice from these four options you will be taken directly to its specific window.

5 Upload

› By tapping this link you will open an upload window, where you can search your computer for any additional photographs or videos that you wish to add to your Photos file collection. Once you have located the files, select them and click Open to upload.

6 Timeline

› Here you can control the images and videos that are displayed in the main Preview window based upon the date they were originally captured. To do this simply scroll up or down through the Timeline bar, stopping at the date you wish to view.

7 Preview Window

› By default, all images, animations, collages and videos will be displayed in this main window. You can scroll through your entire collection and by clicking on a file you can view it full screen and even add it to your Pinterest account by tapping the icon top left.

8 Add Partner

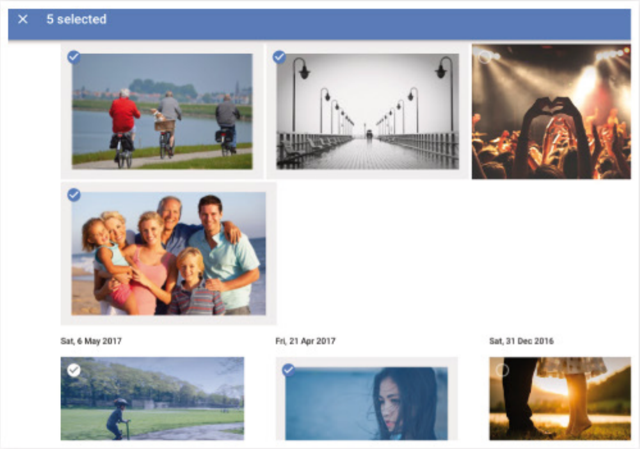
› This option is a far more in-depth way of sharing your entire library of files with another user via an email account, for example a family member or friend. You can, however, only share your library with one person.

Using Photo Collages and Animations

One of the great features included with Photos is the ability to make collages and animations of your files, either for yourself or to be shared with your friends and family.

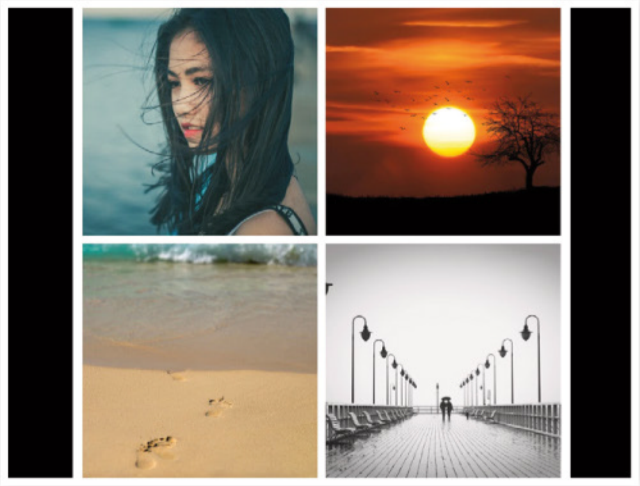
Step 1

› Starting with a collage, the first task is to select your photos. You can select a single folder by clicking on it in the folder panel or you can select numerous images by clicking on the tick icon on the top left corner of each of the images you want.



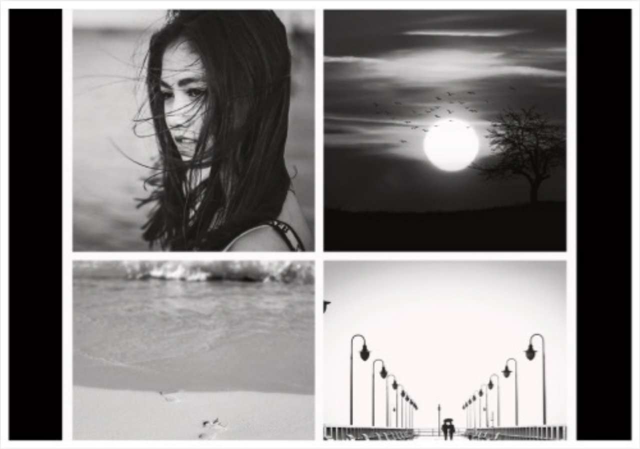
Step 2

› Once all the images you want are selected, click the + icon located in the top right of the preview window. A new menu will open; from the options you are given, select Collage. Photos will now auto generate a collage based on your images.



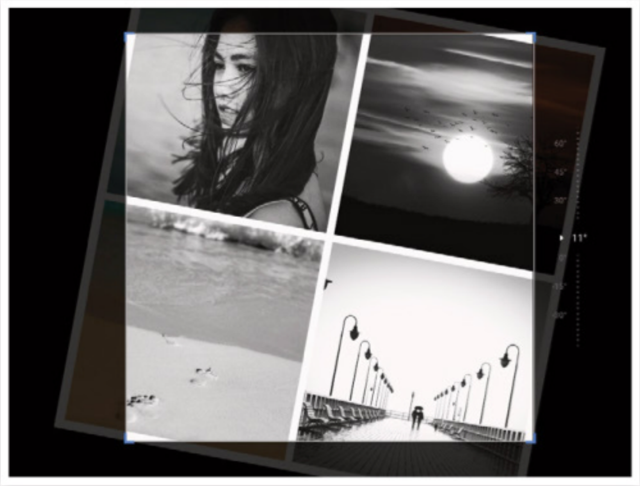
Step 3

› You can edit your image collage by tapping the edit icon located to the top right of this screen. You have a series of options and filters that you can apply to your new image. To use a filter click the middle icon and then click on the style you wish to apply.



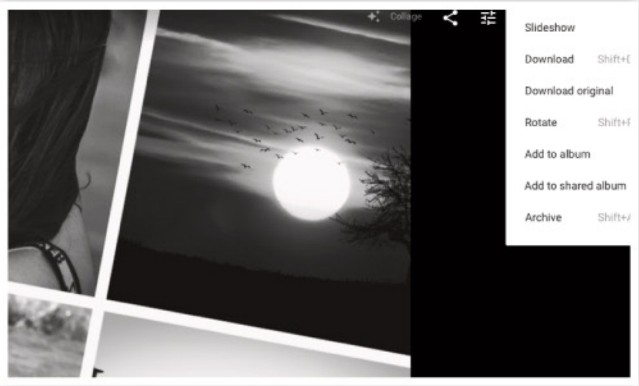
Step 4

› You can also adjust the level of filter use using the slider bar in the middle of the filters listings. The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually, using the user control.



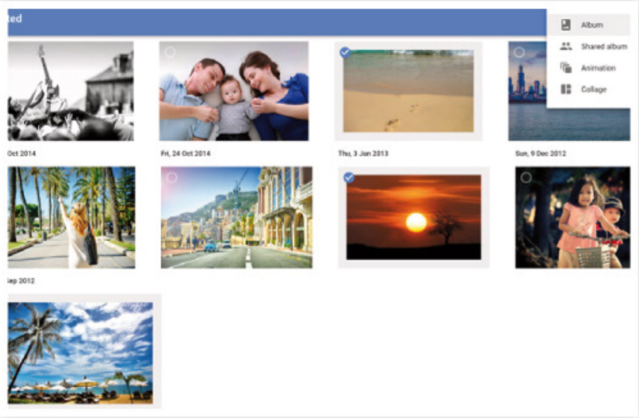
Step 5

› When you are happy with the edits to your collage, tap the Done icon. You have a couple of options for saving it. Click the more options link on the far right corner of the window. Now choose how you wish to store your new collage from this list.


Collage
Slideshow
Download Shift+
Download original
Rotate Shift+
Add to album
Add to shared album
Archive Shift+

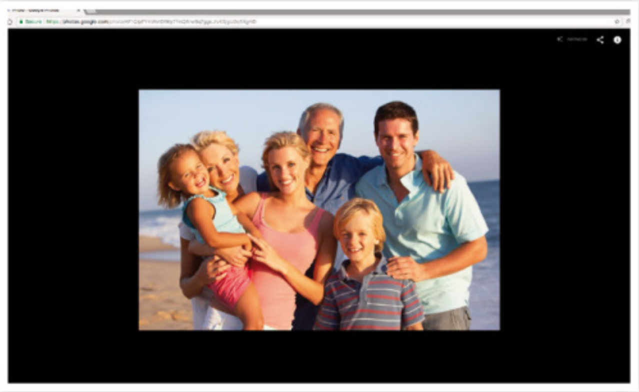
Step 6

› Moving on to the Animation option, once again select the images you wish to add and click the + icon and select Animation for your list of options. Now all your have to do is leave the Photos application to do the work for you.


Album
Shared album
Animation
Collage
Oct 2014
Fri, 24 Oct 2014
Thu, 3 Jan 2013
Sun, 9 Dec 2012

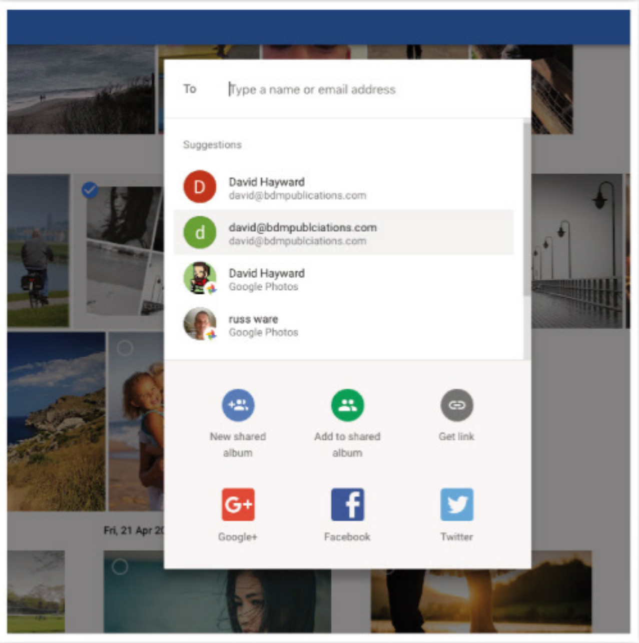
Step 7

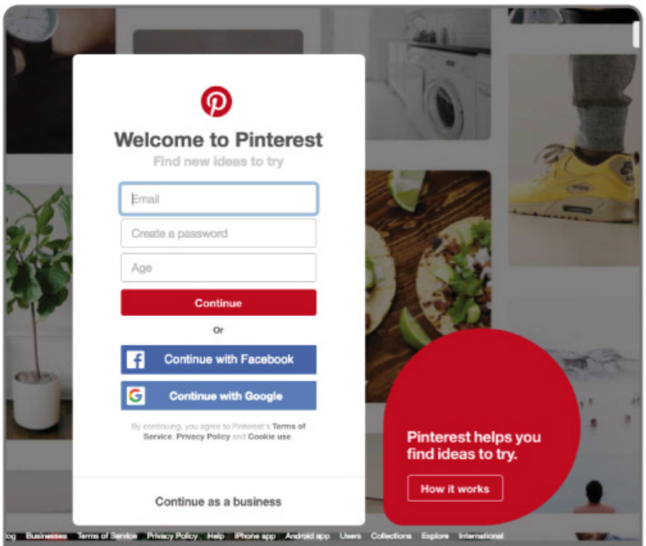
› Photos will now auto generate an Animation based on your images. This animation is simply a slideshow, moving between a series of still images. This animation is automatically saved to your collection of files within Photos.



Step 8

› When you are happy with your collage and or your animated slide-show you can send them to your contacts by tapping the Share icon. When you see this window, choose how you wish to share the file and click the required icon to make your selection.


To
Type a name or email address
Suggestions
David Hayward
david@bdmpublications.com
david@bdmpublciations.com
david@bdmpublciations.com
David Hayward
Google Photos
russ ware
Google Photos
New shared album
Add to shared album
Get link
Google+
Facebook
Twitter
Fri, 21 Apr 2


Welcome to Pinterest
Find new ideas to try
Email
Create a password
Age
Continue
Or
Continue with Facebook
Continue with Google
Continue as a business
Pinterest helps you find ideas to try.
How it works

Link to Pinterest

Pinterest is a very popular social networking tool, based around sharing images, which is closely linked to the Photos application.

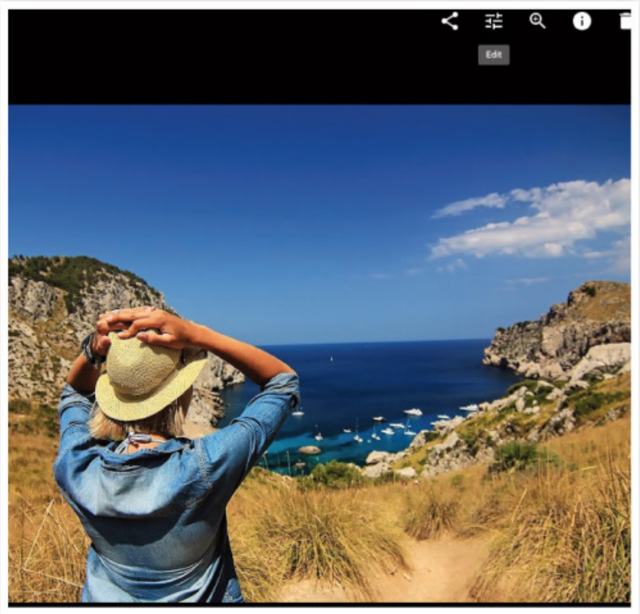
If you are already a Pinterest user or simply wish to sign up and share your photos with the world, it couldn't be easier to get started. Visit www.pinterest.com and sign in using your Google account. Once you are signed in you can upload directly by clicking the icon on any of your images, when you are viewing them full screen.

Editing Images Using Photos

Google Photos not only provides you with storage for your photos and videos in one place, it can also be used to edit your picture. Photos editor is not a fully-featured image editing program but it includes enough to make the most of your photos. It's also free!

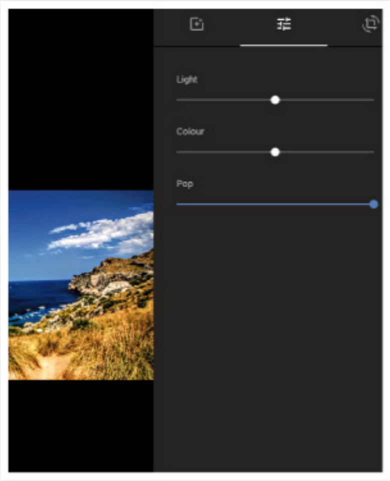
Quick Fixes

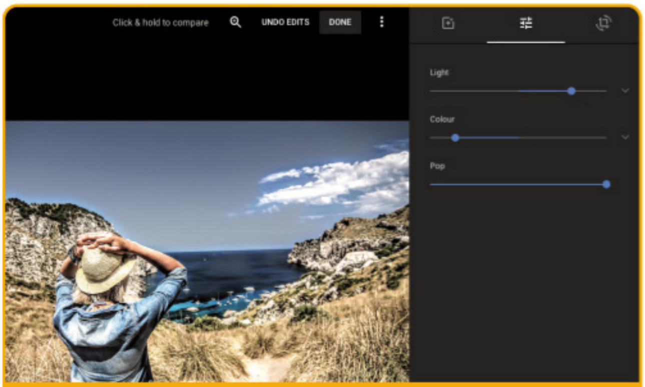
As stated Google Photo editing isn't a fully optimised and functional Photoshop alternative but with that said, there are more than enough options for you to clean up or enhance your digital photography, with only the most basic understanding of photo-editing. Photos offers simple tools, designed to help fix common problems with a few clicks as follows.



Light and Colour Fixes

These controls let you change the lighting or colour levels of your image. You can either use the sliders to change Light, Colour temperature and Pop. The latter being a fantastic tool that adds greater depth to your images with a simple adjustment to the slider.



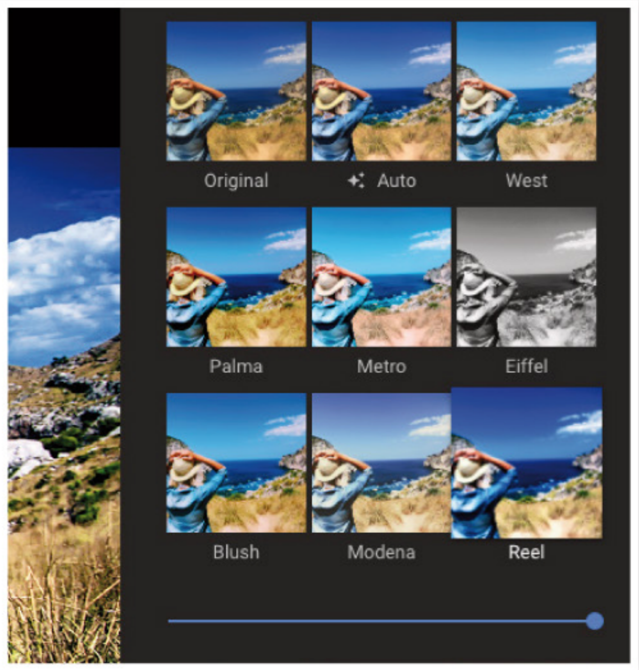


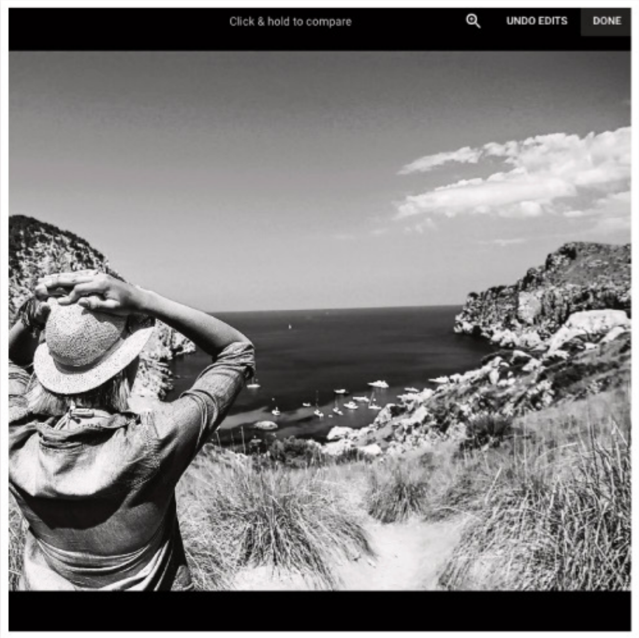
Undo Edits

You can easily remove any edits you have made to your photographs while you are still editing. All you need to do to remove your edits is click on the Undo Edits button located at the top of the editing window. By doing this you will instantly remove any changes you have made to the image, from applying filters to cropping and rotating, so make sure you are happy to do so before clicking. You can copy your edits via the edit menu (three dots) and paste them on any image in your library.

Image Processing (Filters)

› These controls let you quickly add a range of different filters to your images. These range from sepia and black and white, to soft focus and graduated tint. Click on each filter and you can then control the intensity of the effect using sliders. You can easily undo any effect using the buttons below the filter list.



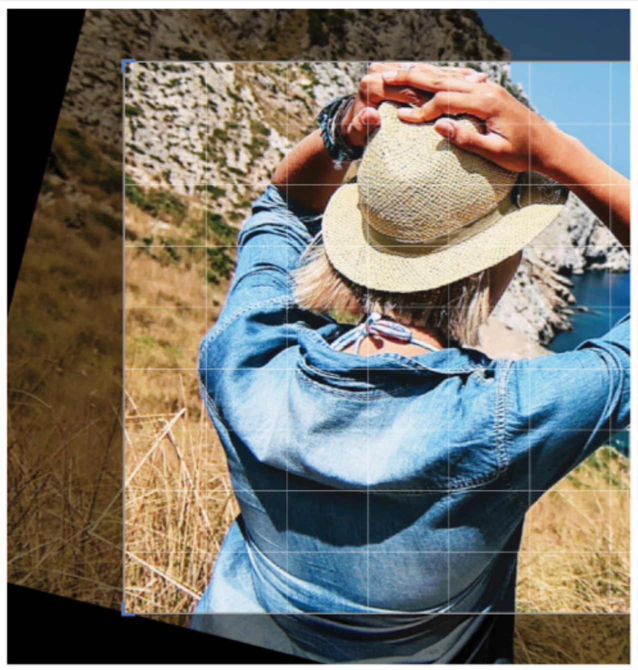


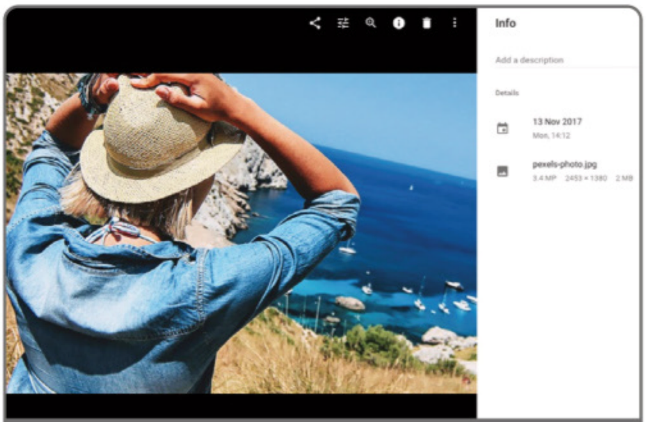
Click and Hold to Compare

› When editing or applying filters to your images, it is very important that you don't lose sight of the original image; this ensures that your edits aren't actually detrimental. At anytime during the editing process, you can revert to your original image by pressing and holding on the mouse button or screen. Your altered image can be saved as a copy so you can keep both.

Rotate and Crop

› The crop and rotate tool enables you to cut out sections of the collage or rotate the image at either 90 degree angles or manually using the user controls down the right hand side. NOTE: If you are using the crop tool to zoom this could effect image quality.
You can also crop the image to a number of specific aspect ratios, Free (user defined as detailed above), Original, Square, 16:9, 4:3 and 3:2 by clicking the aspect ratio icon in the top bar. Having selected any of these ratio options, Photos will place an adjustable frame on the image, click Done when you are ready to crop.





13 Nov 2017
Mon, 14:12
pexels-photo.jpg
3.4 MP 2453 × 1380 2 MB

Adding Information

Each photo or movie file in your Photos library contains unique information. This includes file size, resolution, date and time it was captured all as default. This data can be viewed by clicking on the "i" icon on the control bar at the top of the window. You can add a custom description to your files, which will be stored as part of the image's information. To save this new info tap the X Icon in the top right corner of the screen.

Using Your Photo Albums

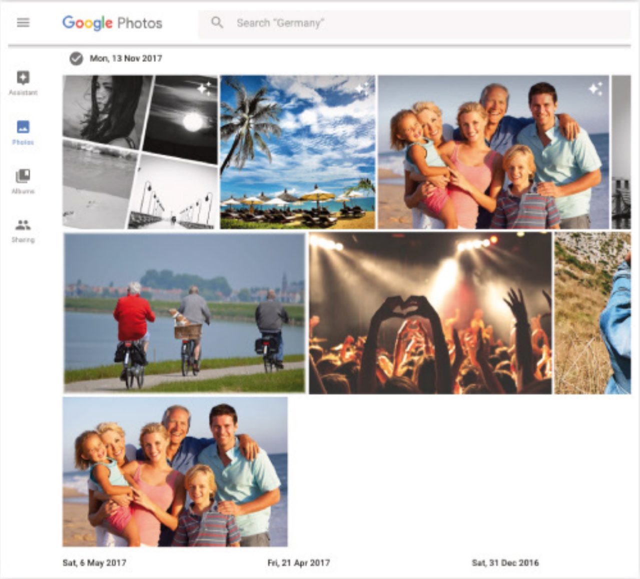
Google Photos Albums is an easy way to store your photos online and then share them as and when you choose. Google provides free storage that makes sharing your photos quick and easy.

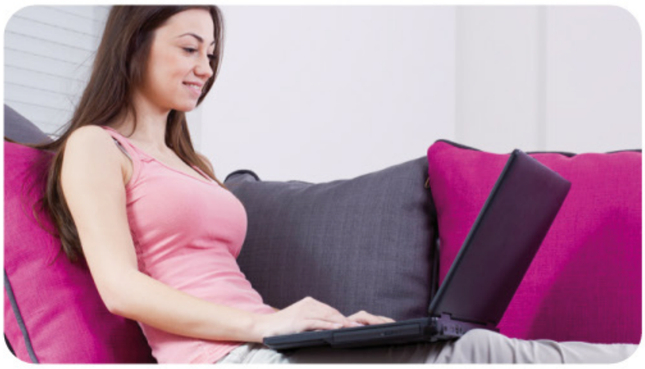
Adding Photos to Web Albums

Adding photos that you have on your computer to your Web Albums is easy using the Google Photos software.

Step 1

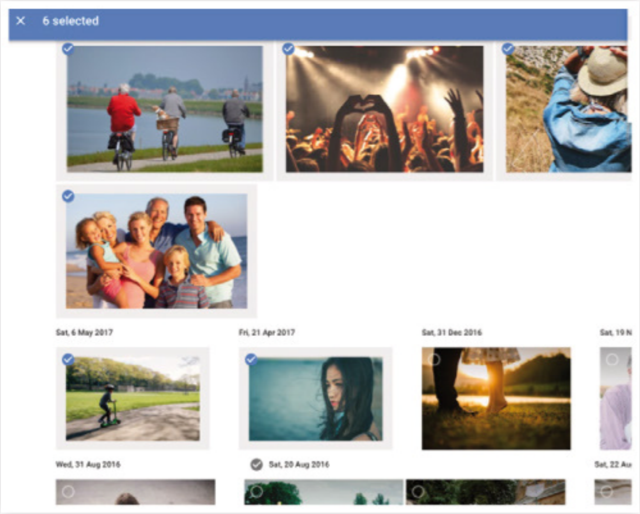
› Open the Photos app and search through your photo folders to find the images you want. Each file acts as an individual but you can create new albums containing a mix of files if you wish.


Google Photos
Search "Germany"
Mon, 13 Nov 2017
Assistant
Photos
Albums
Sharing
Sat, 6 May 2017
Fri, 21 Apr 2017
Sat, 31 Dec 2016



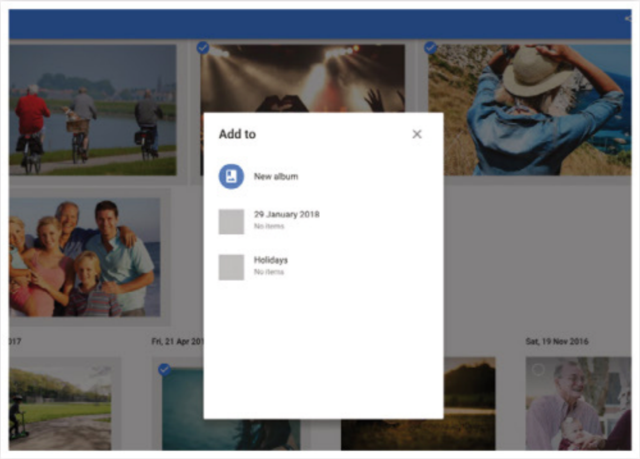
Step 2

› To create a new album folder, click on the tick icon on the files you want to add to the folder. Now click the + icon in the top right of the main tool bar and select Album from the drop down list in the top right corner, as shown here.


6 selected
Sat, 6 May 2017
Fri, 21 Apr 2017
Sat, 31 Dec 2016
Wed, 31 Aug 2016
Sat, 20 Aug 2016

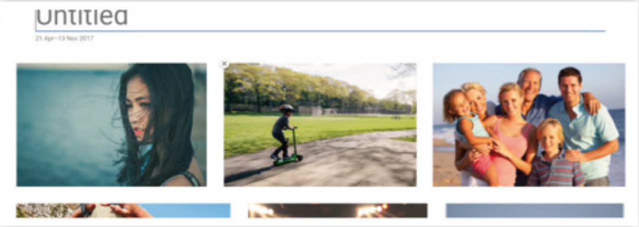
Step 3

› You can choose to save to an existing Album to create a new one. Access to these albums is achieved in the same way, by clicking the link of your choice.


Add to
New album
29 January 2018
No items
Holidays
No items
Fri, 21 Apr 2017
Sat, 19 Nov 2016

Step 4

› Having chosen to create a new Album, you can now customise its name by entering your title into the text input box at the top of the collection of files; click the tick icon to finish . You can also add files to this folder by dragging and dropping directly.

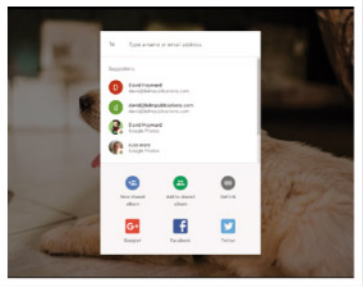


Sharing Web Albums

There are a couple of different ways to share your files and albums, depending on whether the recipients have signed up for Google.

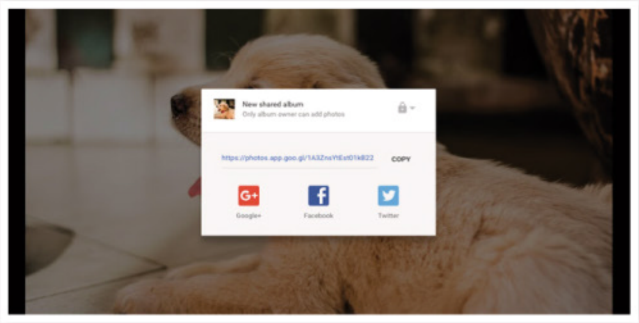
Step 1

› To share a single file, click on the image to enter full screen view and then tap the Share icon on the right of the screen. From this menu screen you can share with a Google contact by clicking them.



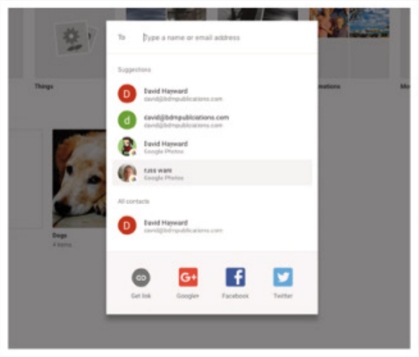
Step 2

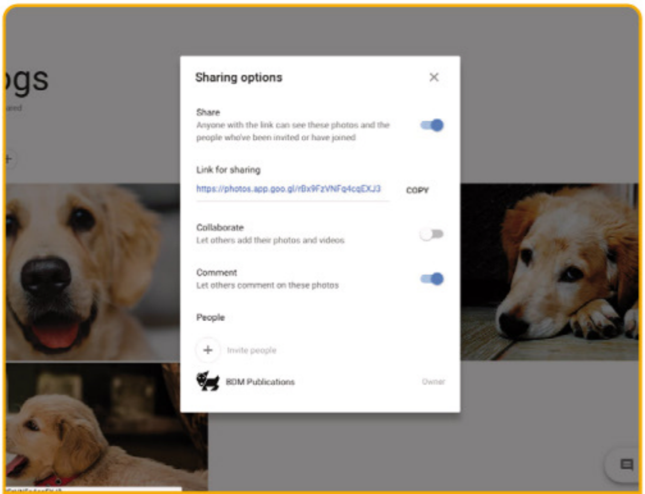
› Alternatively you can share via your social networks by tapping the link to Facebook or Twitter. To share to a non-Google contact, click Get Link and then copy and paste it into a message or email.


New shared album
Only album owner can add photos
COPY
Google+
Facebook
Twitter

Step 3

› To share an album, click on the icon in the top right corner of the album and then click on Share. Once again you can quickly share with Google contacts by clicking on their name.


Type a name or email address
Suggestions
All contacts
Get link
Google+
Facebook
Twitter



Sharing options

Share
Anyone with the link can see these photos and the people who've been invited or have joined

Link for sharing
https://photos.app.goo.gl/rBx9FzVNFq4cqEXJ3 COPY

Collaborate
Let others add their photos and videos

Comment
Let others comment on these photos

People
Invite people
BDM Publications Owner

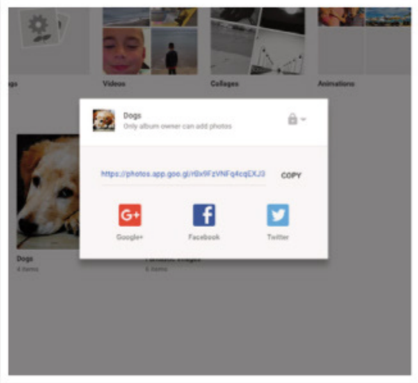
Album Access

The people you share with are added to the Shared with list in Google Photos. These people can do the following:

- **If your album visibility is limited, they can view it by signing in to Photos.**
- **They can see the shared album on your Photos Web gallery, your Google profile and in Google+ (if you've signed up).**
- **Google+ users: The people you share with have permission to reshare your album. Within Google+, they can also see who else you've shared it with.**

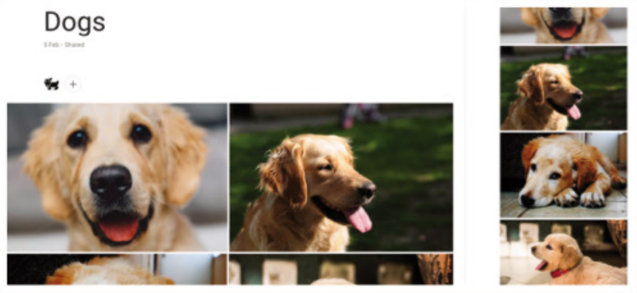
Step 4

› Alternatively you can also share via your social networks by tapping the link(s). To share to a non-Google contact, click Get Link and then copy and paste it into a message or email and send the link as per usual.


Dogs
Only album owner can add photos
COPY
Google+
Facebook
Twitter

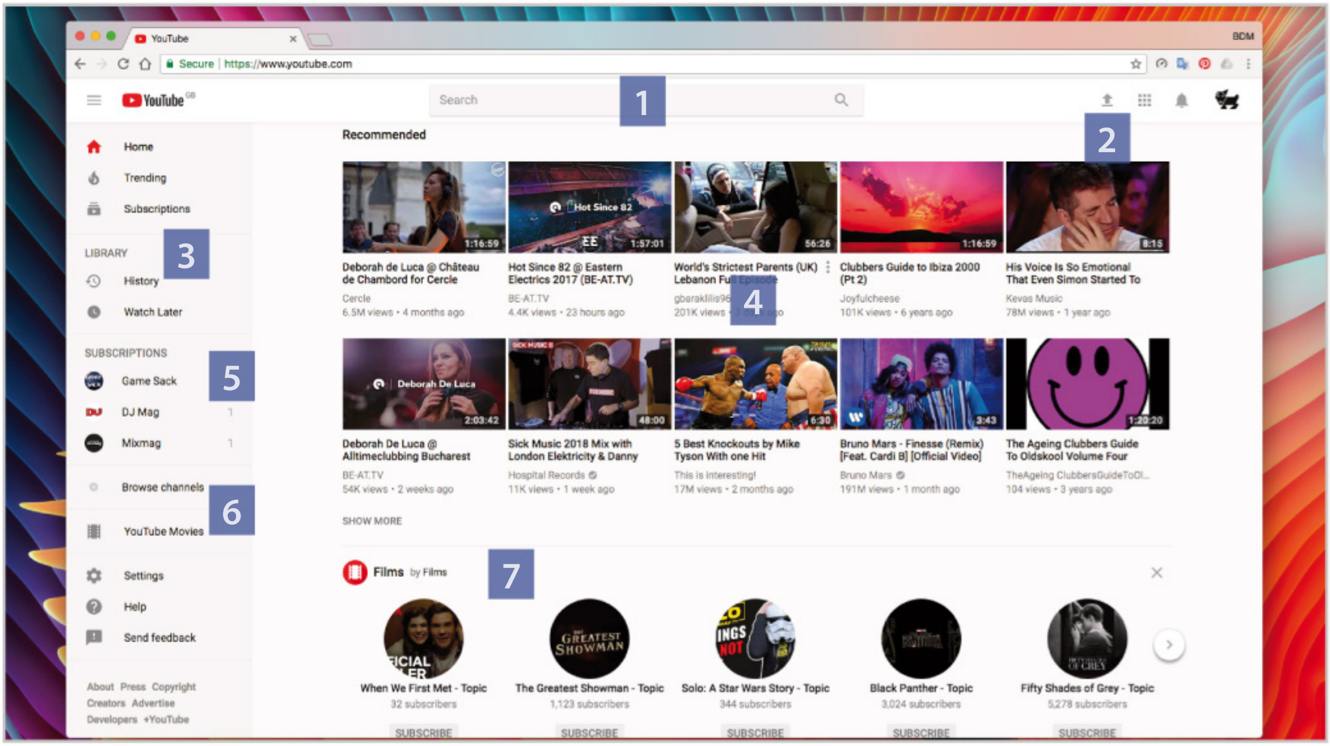
Step 5

› Add a comment if you'd like to add context to your photos. This text will be posted with your photos in Google+. Add Google+ circles, individual people or email addresses and then click Share.



Get Started with YouTube

YouTube provides a forum for people to connect, inform and inspire others across the globe and acts as a distribution platform for original content creators. More than 1 billion unique users visit YouTube each month so don't miss out.


1
2
3
4
5
6
7
YouTube
Search
Recommended
Home
Trending
Subscriptions
LIBRARY
History
Watch Later
SUBSCRIPTIONS
Game Sack
DJ Mag
Mixmag
Browse channels
YouTube Movies
Settings
Help
Send feedback
SHOW MORE
Films
SUBSCRIBE

1 Search

› You can search YouTube just as you would search on Google and as you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box. Search results are displayed in order of relevance.

2 Upload Controls

› This drop-down menu contains a direct link to the upload screen as well as links to your uploads dashboard; here you can see all of the content you have uploaded and your analytics, which shows how many times your videos have been viewed and, if you have a channel, how many subscribers you have. These controls give access to figures showing the decline or growth of your channel.

3 Account Controls

› Here you can see your viewing history, channel subscriptions, playlists you have created and social connections. You can also control or delete channel subscriptions. Social connections allows you to share your content with your Facebook or Twitter accounts.

4 Recommended Content

› If you are signed in to your account, and have viewed any videos previously, content that is recommended for you will be displayed at the top of the home page. You can view more recommended content by clicking the word "recommended". If you have subscribed to any channels, relevant content from those channels will also be included here.

5 Subscribed Channels

A list of your subscribed channels is shown here. You can click the arrow button just above the list to change how it is displayed: new content, A-Z or most relevant. Just below the channel subscriptions list is a button which takes you to the complete listing of available channels. You will also find the controls for managing channels there as well.

6 Recommended Channels

The listing here is based on the videos you have watched and which channels you have previously subscribed to. Roll your mouse over the Subscribe button to see how many subscribers any channel has and click the button to instantly subscribe. A tick next to the name of the channel shows that it is verified as an official channel.

7 Latest Content

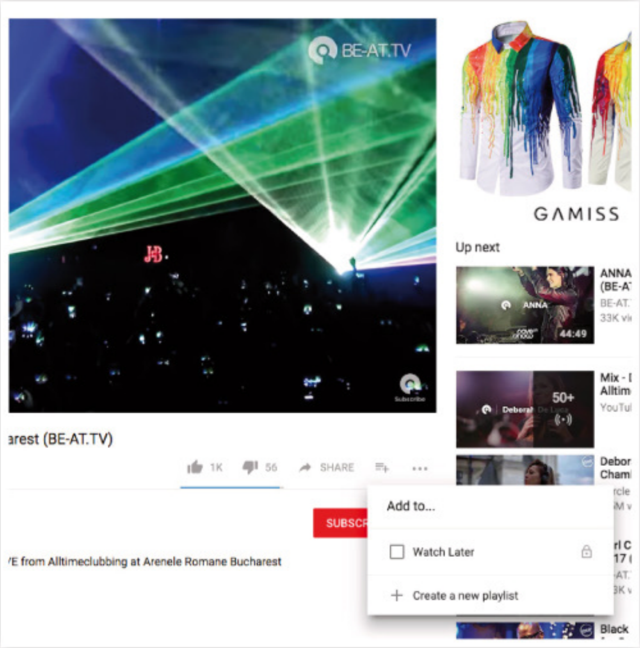
The most recent content from your subscribed channels is displayed as a list at the bottom of the screen. If you have not subscribed to any channels, this list will be populated from the most viewed content on YouTube, content that is currently trending and that which is relevant to your geographic location.

Manage Playlists

With playlists, you can put a series of videos all in one handy place. For example, you could create a playlist of all of your favourite music videos or sports clips.

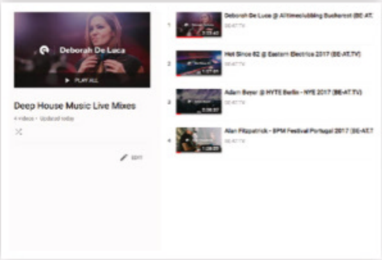
Step 1

To add videos to playlist, click the Add to link underneath a video. You can add it to a playlist that already exists or you can create a new one.


BE-AT.TV
GAMISS
Up next
arest (BE-AT.TV)
1K
56
SHARE
'E from Altimeclubbing at Arenele Romane Bucharest
Add to...
☐ Watch Later
+ Create a new playlist

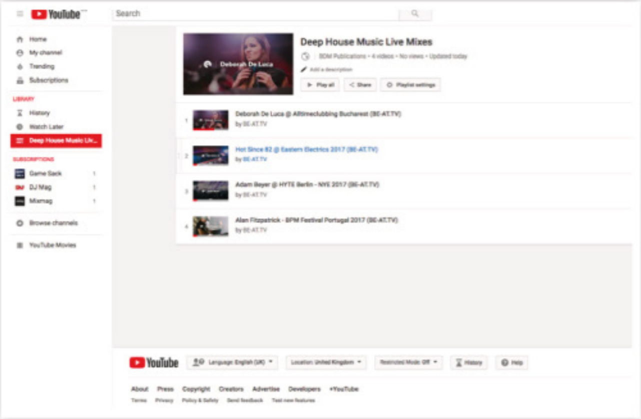
Step 2

You can make changes to your playlists by visiting your Library. This link is found on the left side of the main YouTube user window.


Deborah De Luca
Deep House Music Live Mixes

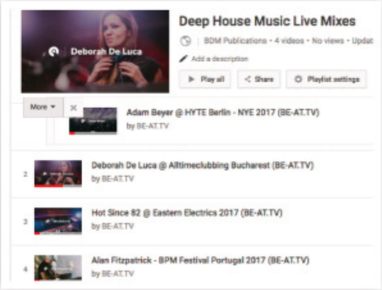
Step 3

Open the playlist you want to change and click the Edit button next to the playlist you want to edit. Click Done to save any changes you make.


YouTube
Search
Deep House Music Live Mixes
Deborah De Luca @ Altimeclubbing Bucharest (BE-AT.TV)
Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV)
Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV)
Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV)

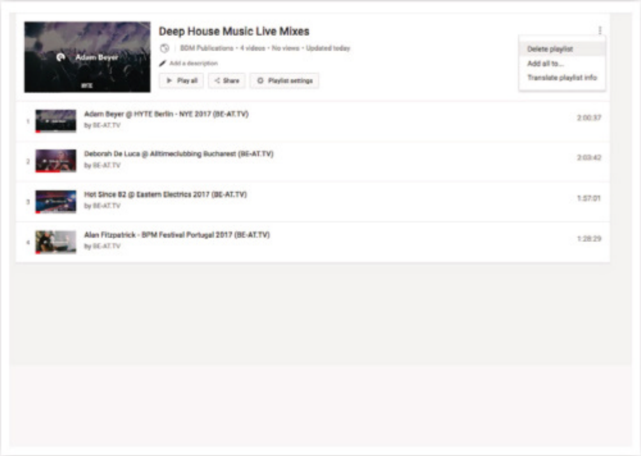
Step 4

Reorder videos in your playlist by hovering your mouse over the video until you see a grey vertical bar to the left of the video. Click the grey bar, then drag and drop the video to rearrange it.


Deep House Music Live Mixes
BDM Publications • 4 videos • No views • Updat
Add a description
Play all
Share
Playlist settings
More
Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV)
Deborah De Luca @ Altimeclubbing Bucharest (BE-AT.TV)
Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV)
Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV)

Step 5

To delete an entire playlist, click the More icon at the top right corner of this window, then click Delete Playlist at the top of the list. Once a playlist has been removed, you cannot undo.

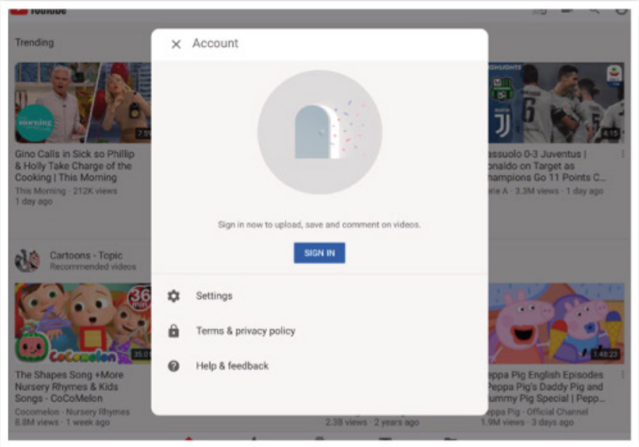

Deep House Music Live Mixes
Delete playlist
Add all to...
Translate playlist info
Adam Beyer @ HYTE Berlin - NYE 2017 (BE-AT.TV)
Deborah De Luca @ Altimeclubbing Bucharest (BE-AT.TV)
Hot Since 82 @ Eastern Electrics 2017 (BE-AT.TV)
Alan Fitzpatrick - BPM Festival Portugal 2017 (BE-AT.TV)

Using the YouTube App

The YouTube app gives you access to great videos and shows on all sorts of subjects. It is the gateway to a huge and always expanding world of entertainment. Follow this guide and enjoy YouTube, wherever you are.

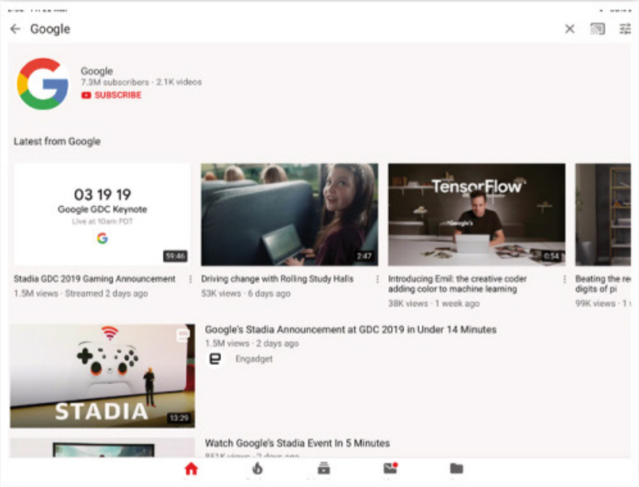
Step 1

❱ Log in by tapping the Silhouette icon (top right corner). If you don't, you can set one up (tap Sign In then Add Account). It's a good idea to use YouTube while logged in, as this allows videos you might like to be offered as viewing suggestions.


Trending
Account
Sign in now to upload, save and comment on videos.
SIGN IN
Settings
Terms & privacy policy
Help & feedback
Cartoons - Topic
Recommended videos

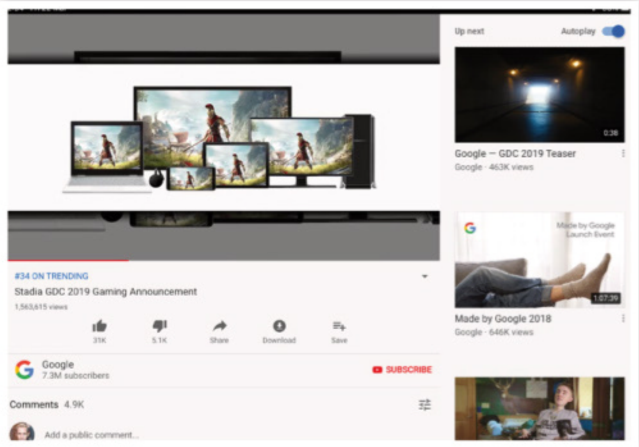
Step 2

❱ You can search for a subject or channel using the Magnifying glass icon. You're then presented with a list of relevant videos, showing how many views they've had, their length and their uploader. Their length, in minutes, is shown in the screenshot.


Google
Google
7.3M subscribers · 2.1K videos
SUBSCRIBE
Latest from Google
03 19 19
Google GDC Keynote
Stadia GDC 2019 Gaming Announcement
1.5M views · Streamed 2 days ago
Driving change with Rolling Study Halls
53K views · 6 days ago
TensorFlow
Introducing Emil: the creative coder adding color to machine learning
38K views · 1 week ago
STADIA
Google's Stadia Announcement at GDC 2019 in Under 14 Minutes
1.5M views · 2 days ago
Engadget
Watch Google's Stadia Event In 5 Minutes

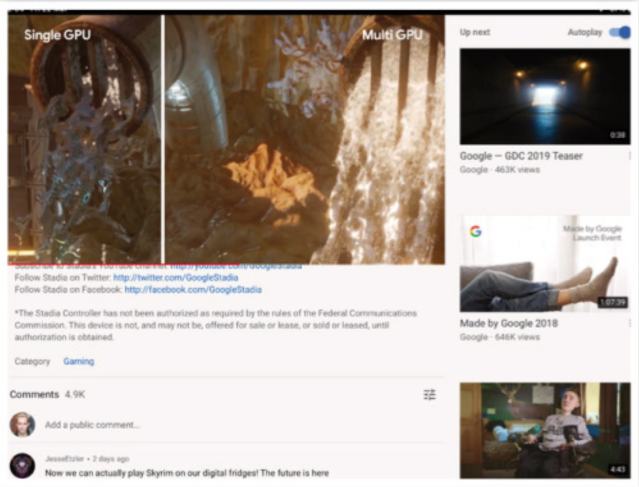
Step 3

❱ Tap on a video to open it. You might have to watch a short advert first. While watching, you can use the Thumbs icons to like or dislike it, the Share icon to share it or you can save it to your Watch Later list for viewing later. Similar videos are listed below it.


Up next
Autoplay
Google — GDC 2019 Teaser
Google · 463K views
Made by Google 2018
Google · 646K views
#34 ON TRENDING
Stadia GDC 2019 Gaming Announcement
31K
5.1K
Share
Download
Save
Google
7.3M subscribers
SUBSCRIBE
Comments 4.9K
Add a public comment...

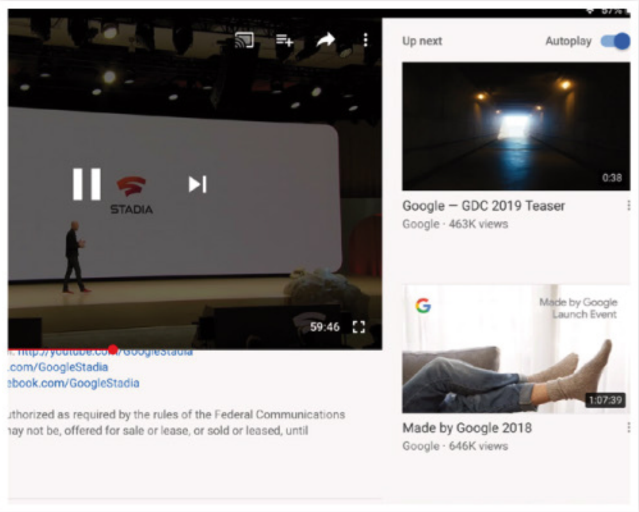
Step 4

❱ Two more controls are worth a mention. The small triangle below the right corner of the video can be tapped to reveal or conceal further information and links and you can tap the Subscribe button to be informed whenever the YouTuber posts a new video.


Single GPU
Multi GPU
Up next
Autoplay
Google — GDC 2019 Teaser
Made by Google 2018
Follow Stadia on Twitter: http://twitter.com/GoogleStadia
Follow Stadia on Facebook: http://facebook.com/GoogleStadia
Category Gaming
Comments 4.9K
Add a public comment...
Now we can actually play Skyrim on our digital fridges! The future is here

Step 5

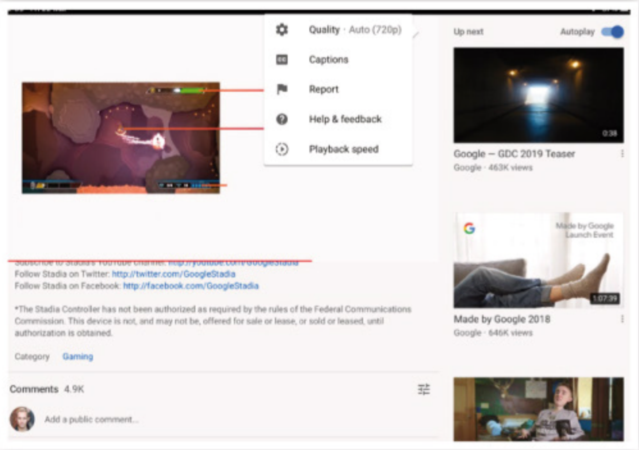
› Tap the video as it plays and you get these controls. In the centre, there's the Pause/Play icon and either side are the controls to skip to the next video or restart. Scrub through the video using the red dot, or make it full screen with the icon in the bottom right.


STADIA
59:46
Up next
Autoplay
0:38
Google – GDC 2019 Teaser
Google · 463K views
Made by Google Launch Event
1:07:39
Made by Google 2018
Google · 646K views
.com/GoogleStadia
ebook.com/GoogleStadia

ıthorized as required by the rules of the Federal Communications
ıay not be, offered for sale or lease, or sold or leased, until

Step 6

› The Three-dots icon, in the top right, gives access to further options, such as: reporting the video, adding captions or changing the resolution. Tap the video at the top of the screen, anywhere there's no icons, to hide the controls and go back to viewing.


Quality · Auto (720p)
Captions
Report
Help & feedback
Playback speed
Up next
Autoplay
0:38
Google – GDC 2019 Teaser
Google · 463K views
Made by Google Launch Event
1:07:39
Made by Google 2018
Google · 646K views
Category
Gaming
Comments 4.9K
Add a public comment...

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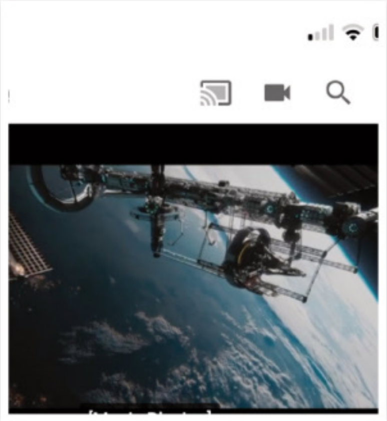
*The Stadia Controller has not been authorized as required by the rules of the Federal Communications Commission. This device is not, and may not be, offered for sale or lease, or sold or leased, until authorization is obtained.

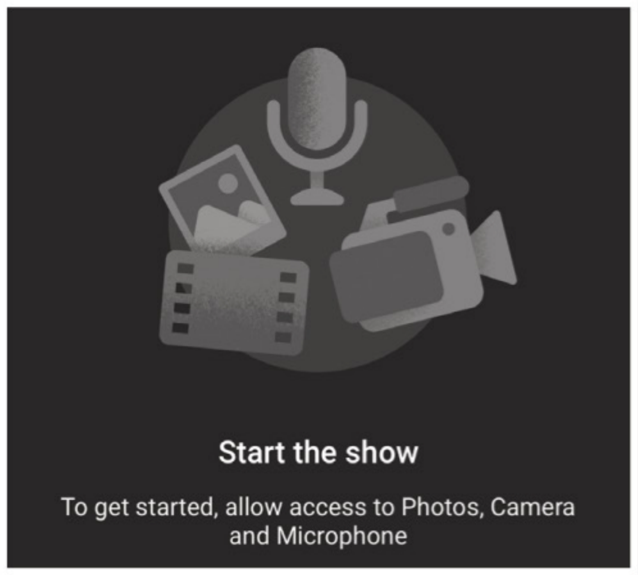
Step 7

› Notice the rectangular icon with the Wi-Fi icon within it. Tap this icon to stream YouTube from your tablet to a TV, using Chromecast or Airplay. Simply select the device you wish to cast to from the list and your video will instantly play on that device.



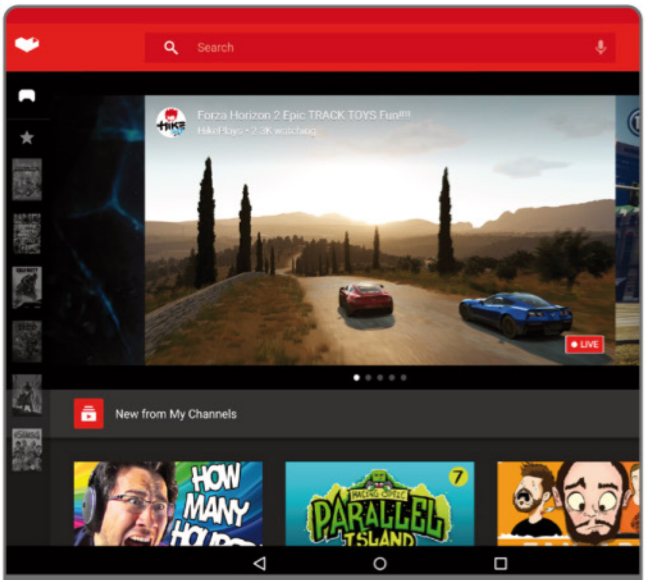
Step 8

› The YouTube app also features the ability to "Go Live" with your content. This is available directly through your device if you have a camera and microphone attached or built in. To start your live stream click the camera icon and select "Go Live" to share your stream with the world. Once complete your stream will be save to your YouTube video uploads.



Start the show

To get started, allow access to Photos, Camera and Microphone


Search
Forza Horizon 2 Epic TRACK TOYS Fun!!!
HikePlays · 2.3K watching
LIVE
New from My Channels
HOW MANY HOURS
PARALLEL ISLAND
7

YouTube Kids/Gaming

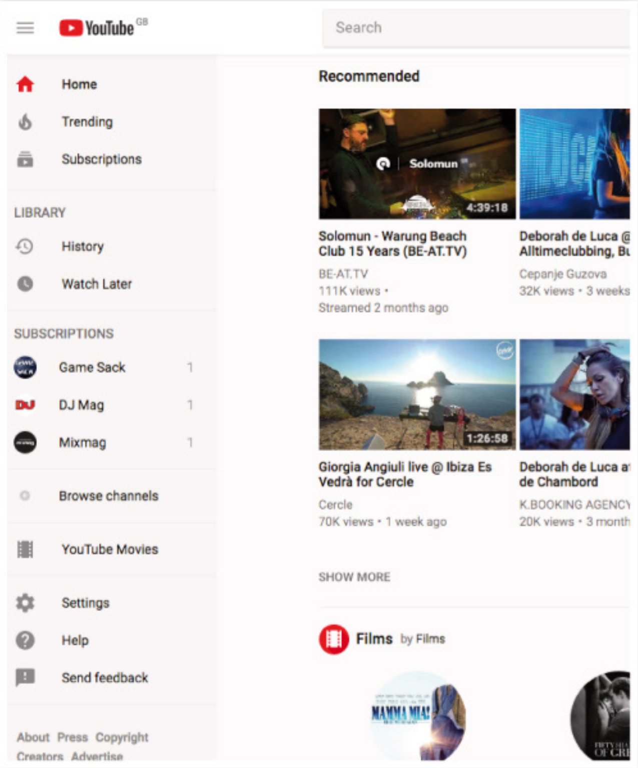
Google have two more content focused applications that sit alongside their original YouTube app, YouTube Kids and YouTube Gaming. Each of these apps, which require separate downloads, follow the same basic build as the original, albeit the content is locked to the respective app. For example YouTube kids features only child friendly videos and content and all search results will remain within these confines. Thus enabling users/parents and guardians to control of the content viewed.

Uploading Videos to YouTube

It may sometimes seem like the whole world is uploading videos to YouTube, from the random ramblings of retro gamers to budding musicians. If you want to add your own voice to the varied world of YouTube, here's how to get started.

Step 1

› Sign in to your YouTube account if you haven't already done so. At the top right of the screen, wherever you are in YouTube, you will see an Upload arrow button. Click this to get started.


YouTube GB
Search
Home
Trending
Subscriptions
LIBRARY
History
Watch Later
SUBSCRIPTIONS
Game Sack 1
DJ Mag 1
Mixmag 1
Browse channels
YouTube Movies
Settings
Help
Send feedback
About Press Copyright
Creators Advertise
Recommended
Solomun
4:39:18
Solomun - Warung Beach Club 15 Years (BE-AT.TV)
BE-AT.TV
111K views •
Streamed 2 months ago
Deborah de Luca @ Alltimeclubbing, Bu
Cepanje Guzova
32K views • 3 weeks
1:26:58
Giorgia Angiuli live @ Ibiza Es Vedrà for Cercle
Cercle
70K views • 1 week ago
Deborah de Luca at de Chambord
K.BOOKING AGENCY
20K views • 3 month
SHOW MORE
Films by Films
MAMMA MIA!

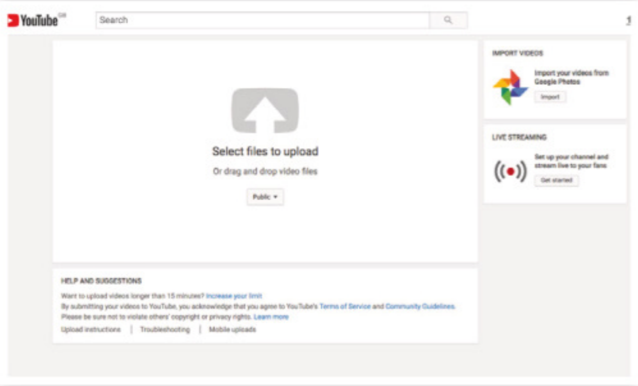
Video Formats

Not sure which format to save your video? If you receive an "invalid file format" error message when you're uploading, make sure that you're using one of the following formats:

.MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP or WebM

Step 2

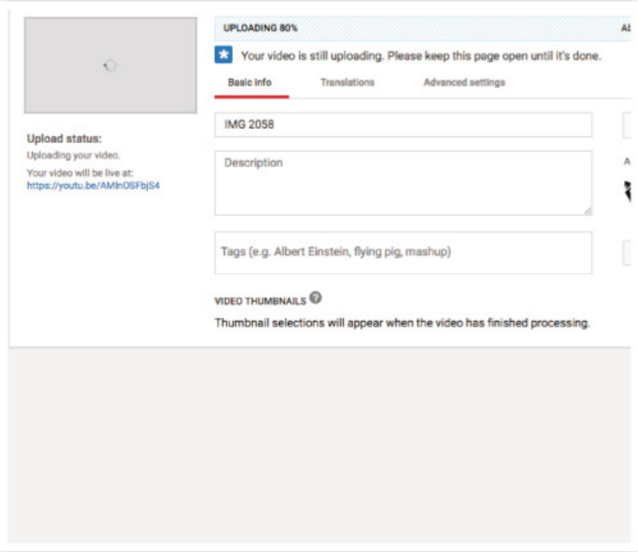
› Click anywhere in the upload window on the next screen to start browsing for your videos. Alternatively, you can drag videos onto the browser window from any open folder on your computer.


YouTube GB
Search
Select files to upload
Or drag and drop video files
Public ▾
IMPORT VIDEOS
Import your videos from Google Photos
Import
LIVE STREAMING
Set up your channel and stream live to your fans
Get started
HELP AND SUGGESTIONS
Upload instructions | Troubleshooting | Mobile uploads

Want to upload videos longer than 15 minutes? Increase your limit
By submitting your videos to YouTube, you acknowledge that you agree to YouTube's Terms of Service and Community Guidelines.
Please be sure not to violate others' copyright or privacy rights. Learn more

Step 3

› Once you have added a video to the upload window, using either method, a new page will automatically open. If the video file has a title, it will automatically be entered in the title box.


UPLOADING 80%
Basic info
Translations
Advanced settings
VIDEO THUMBNAILS

Your video is still uploading. Please keep this page open until it's done.

Upload status:
Uploading your video.
Your video will be live at:
https://youtu.be/AMInOSFbjS4

IMG 2058

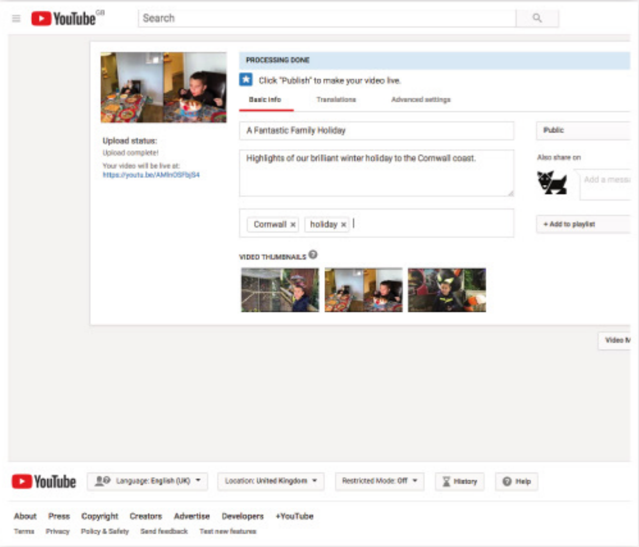
Description

Tags (e.g. Albert Einstein, flying pig, mashup)

Thumbnail selections will appear when the video has finished processing.

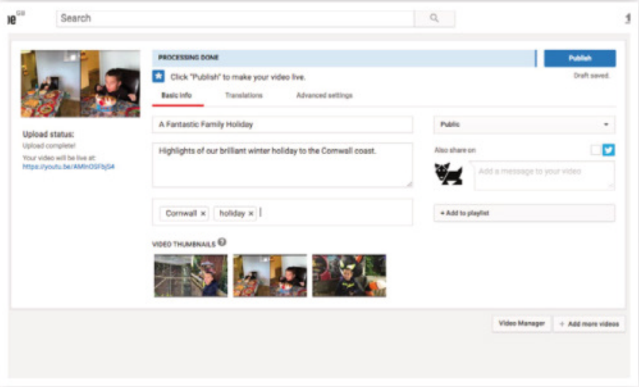
Step 4

› Fill out the rest of the information, including the description and the tags, as these help make it easier for the video to be found by searchers. If you wish, you can alter the privacy settings so only certain people can find it.


YouTube
Search
PROCESSING DONE
Click "Publish" to make your video live.
Basic info
Translations
Advanced settings
Upload status:
Upload complete!
Your video will be live at:
https://youtu.be/AMlnOSFbjS4
A Fantastic Family Holiday
Highlights of our brilliant winter holiday to the Cornwall coast.
Cornwall ×
holiday ×
Public
Also share on
+ Add to playlist
VIDEO THUMBNAILS
Language: English (UK)
Location: United Kingdom
Restricted Mode: Off
History
Help
About
Press
Copyright
Creators
Advertise
Developers
+YouTube
Terms
Privacy
Policy & Safety
Send feedback
Test new features

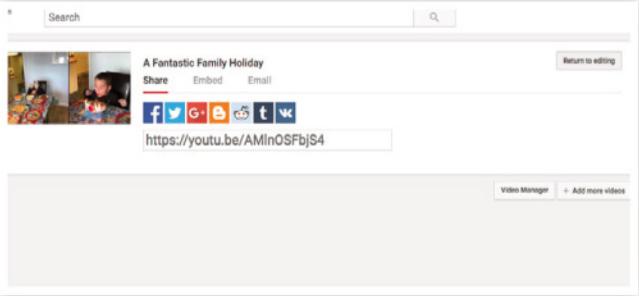
Step 5

› When the video has finished processing, several thumbnails will automatically be grabbed from it and displayed. Click on the one you want to use as the display thumbnail on YouTube: select the one that you feel sums up your video clip the best.


Search
PROCESSING DONE
Publish
Click "Publish" to make your video live.
Draft saved.
Basic info
Translations
Advanced settings
Upload status:
Upload complete!
Your video will be live at:
https://youtu.be/AMlnOSFbjS4
A Fantastic Family Holiday
Highlights of our brilliant winter holiday to the Cornwall coast.
Cornwall ×
holiday ×
Public
Also share on
Add a message to your video
+ Add to playlist
VIDEO THUMBNAILS
Video Manager
+ Add more videos

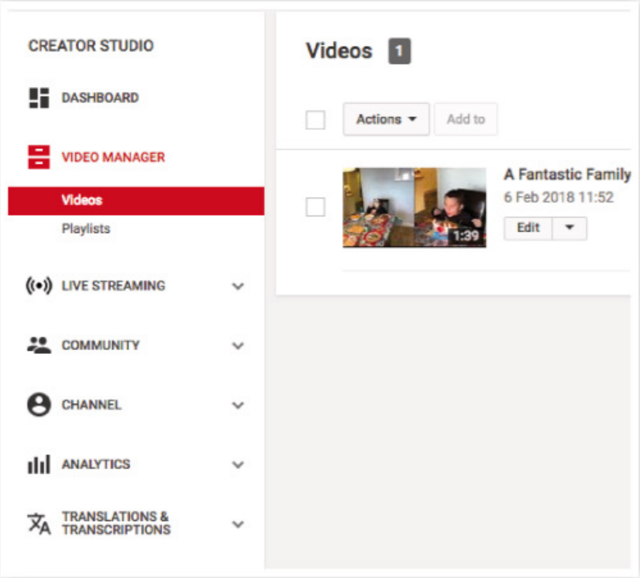
Step 6

› If the uploader detects that the video is shaky, as it is being processed, you can choose to stabilise it. A progress bar will show when the video is uploaded to the site.


Search
A Fantastic Family Holiday
Share
Embed
Email
Return to editing
https://youtu.be/AMlnOSFbjS4
Video Manager
+ Add more videos

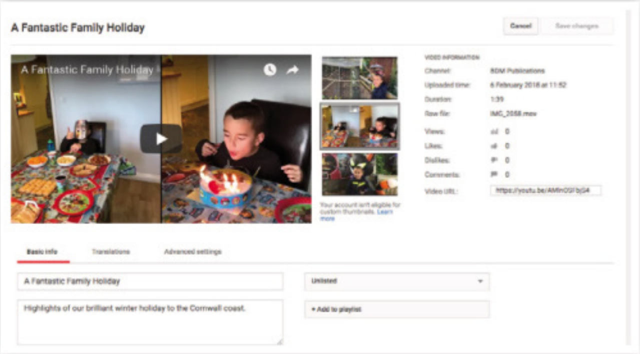
Step 7

› To check your video has been added to your account, navigate back to the main YouTube page and click on your name in the left-hand column. All of your uploaded videos will be displayed there.


CREATOR STUDIO
DASHBOARD
VIDEO MANAGER
Videos
Playlists
LIVE STREAMING
COMMUNITY
CHANNEL
ANALYTICS
TRANSLATIONS & TRANSCRIPTIONS
Videos 1
Actions
Add to
A Fantastic Family
6 Feb 2018 11:52
1:39
Edit

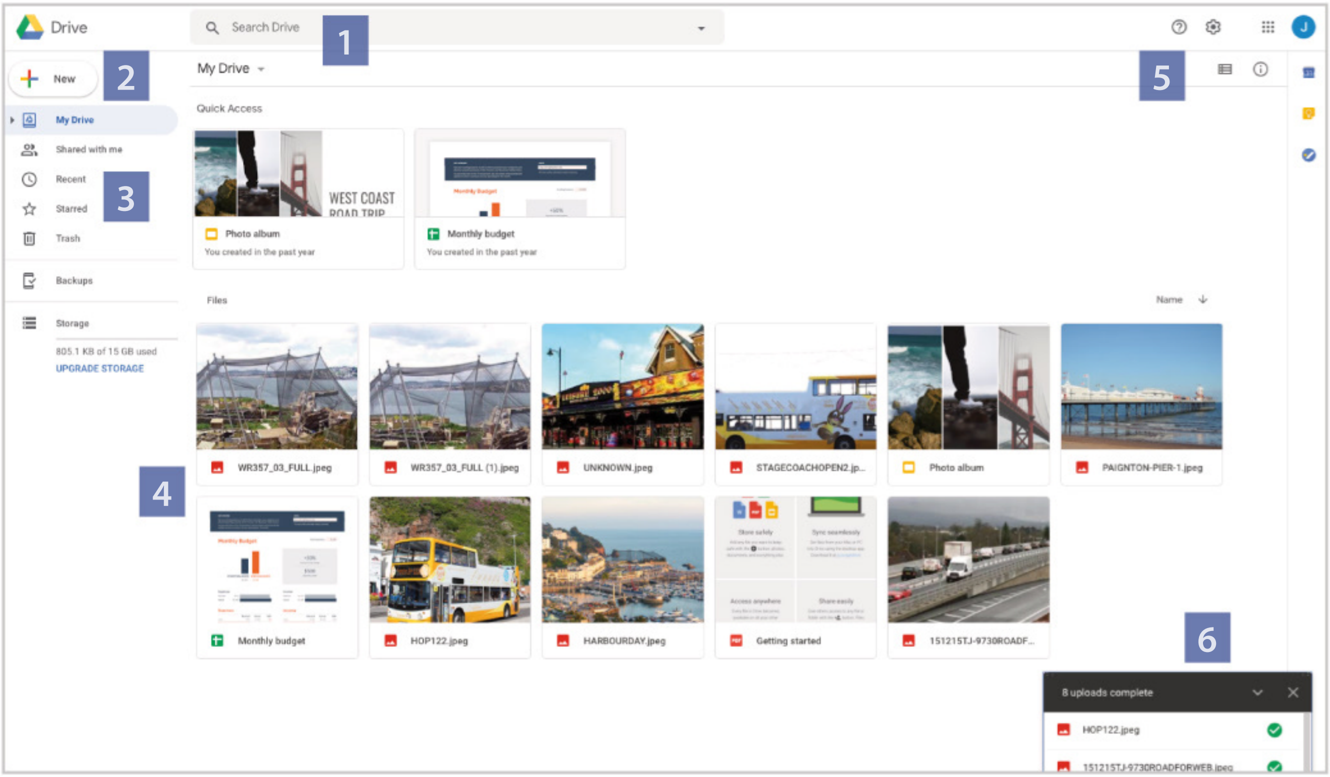
Step 8

› Click the Video Manager button to quickly see and manage all of your uploaded videos. Here you can check the number of views, likes and dislikes, as well as being able to share or delete videos.


A Fantastic Family Holiday
Cancel
Save changes
VIDEO INFORMATION
Channel:
BDM Publications
Uploaded time:
6 February 2018 at 11:52
Duration:
1:39
Raw file:
IMG_2058.mov
Views:
0
Likes:
0
Dislikes:
0
Comments:
0
Video URL:
https://youtu.be/AMlnOSFbjS4
Your account isn't eligible for custom thumbnails. Learn more
Basic info
Translations
Advanced settings
A Fantastic Family Holiday
Highlights of our brilliant winter holiday to the Cornwall coast.
Unlisted
+ Add to playlist

How to Use Google Drive

Google Drive is a free storage service which allows you to store images, folders and documents in the Cloud. These files and documents can then be accessed from any tablet, phone or computer via the Google Drive software. Not only is this a great way to free up space on your devices, it also lets you access your files from almost anywhere.


Drive
Search Drive
1
New
2
My Drive
Shared with me
Recent
Starred
3
Trash
Backups
Storage
805.1 KB of 15 GB used
UPGRADE STORAGE
4
My Drive
Quick Access
Photo album
You created in the past year
Monthly budget
You created in the past year
5
Files
Name
WR357_03_FULL.jpeg
WR357_03_FULL (1).jpeg
UNKNOWN.jpeg
STAGECOACHOPEN2.jp...
Photo album
PAIGNTON-PIER-1.jpeg
Monthly budget
HOP122.jpeg
HARBOURDAY.jpeg
Getting started
151215TJ-9730ROADF...
6
8 uploads complete
HOP122.jpeg
151215TJ-9730ROADFORWEB.jpeg

1 Search

› You can search Google Drive in the same way that you can search Gmail or one of the other Google products.

2 New

› Click the New button to open a new document, spreadsheet, presentation, form or drawing.

3 Folders

› Your preset Google Drive folders are shown here, along with any that you have created. Click More to see Labels.

4 Current Folder

› The contents of the currently selected folder are shown here. You can change how items are displayed (List or Grid).

5 Display Controls

› Change how items in your folders are displayed and how they are sorted. The gear icon lets you access the G Drive settings.

6 Upload List

› When you upload multiple items to Google Drive, the Upload box appears, to show you the progress of each item.

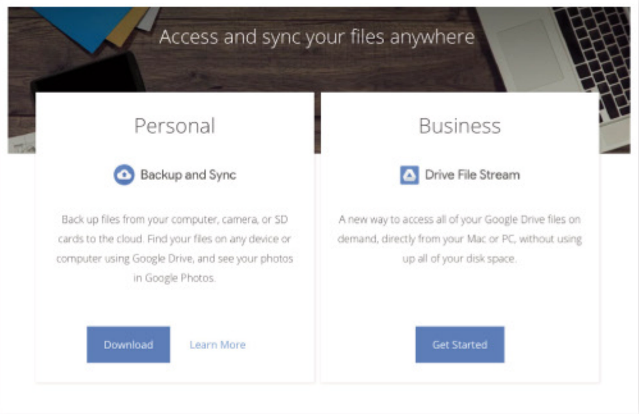
Free Google Storage

Google Drive, Google+ Photos and Gmail give you storage space for nothing so you can keep your files, emails and photos accessible from any device, anywhere. If you reach the free storage limit, everything in Google Drive, Google+ Photos, and Gmail will still be accessible but you won't be able to create or add anything new. You'll still be able to create Google Docs, since they don't take up any storage space. For G+ Photos, you will only be able to upload new photos and videos under certain size limits.

Installing Backup and Sync – PC/Mac

Step 1

The first thing you need to do is check your Google Drive access status. You can do this at drive.google.com/start. If you have access, you will see a blue Download button.



Access and sync your files anywhere

Personal

Backup and Sync

Back up files from your computer, camera, or SD cards to the cloud. Find your files on any device or computer using Google Drive, and see your photos in Google Photos.

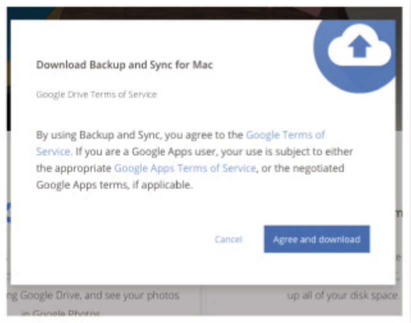
Business

Drive File Stream

A new way to access all of your Google Drive files on demand, directly from your Mac or PC, without using up all of your disk space.

Step 2

Click on the Download button and when asked to, Agree to the Google Terms of Service. You must do this before you start the download.



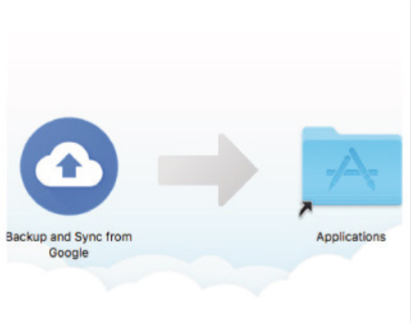
Download Backup and Sync for Mac

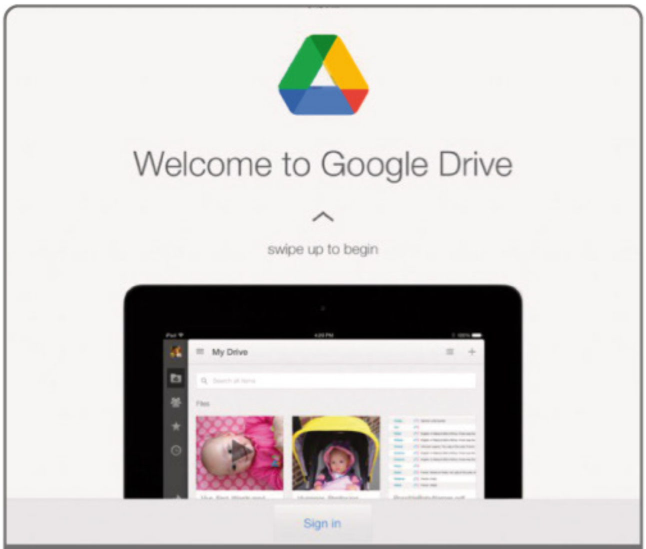
Google Drive Terms of Service

By using Backup and Sync, you agree to the Google Terms of Service. If you are a Google Apps user, your use is subject to either the appropriate Google Apps Terms of Service, or the negotiated Google Apps terms, if applicable.

Step 3

Click on Download Backup and sync and follow the instructions to install the software on your computer. The site will automatically detect whether it is PC or Mac.





Welcome to Google Drive

swipe up to begin

Google Drive on Android and iOS

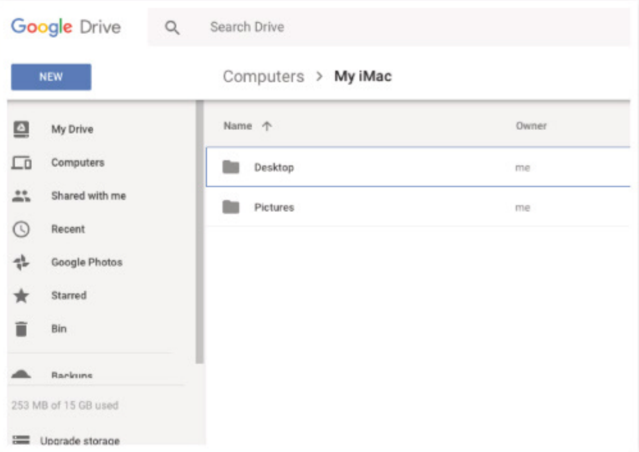
You can download the Google Drive app for mobile devices free of charge, from the Play Store or App Store. This allows you to both view and edit files in your Google Drive folders.

Once downloaded, the app should automatically sign in using the same Google account details you entered on your computer (which is also, hopefully, the one with which you set up your Android or iOS device).

You will now be able to see any files you placed in the Google Drive folder on your computer. If you had the Google Docs app installed, this will now be replaced by Google Drive. To create a new doc, tap Menu > New > Document, or Spreadsheet, etc.

Step 4

You will be asked to sign in again and will then be asked to sync. This creates a new folder on your computer which is used as the storage folder.



Name	Owner
Desktop	me
Pictures	me

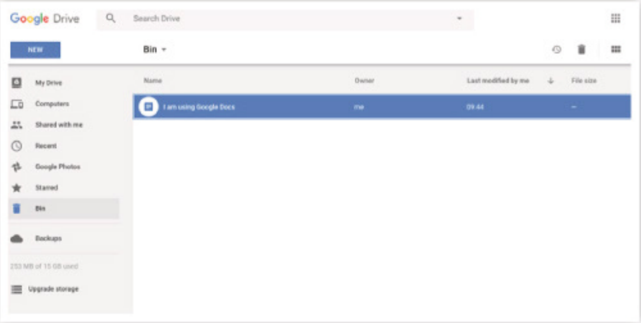
Restore Deleted Drive Files

Deleting files from Drive is a very quick process but a file you remove might not always be gone forever. You have the chance to restore deleted files before they are deleted permanently. Here is how you restore, remove and permanently delete files in Google Drive.

Restoring Incorrectly Deleted Documents

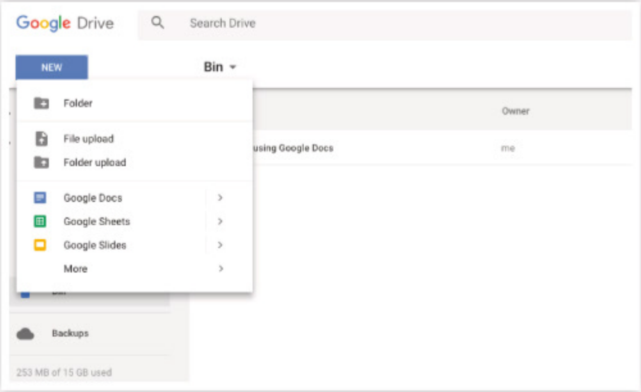
Step 1

› If you decide that you don't want to delete a file or folder that you've moved to the trash, you can restore it so that you can access it again. Once you restore a file, it will be recovered wherever you use Drive or Docs, Sheets and Slides.


Google Drive
Search Drive
NEW
Bin
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
253 MB of 15 GB used
Upgrade storage
Name
Owner
Last modified by me
File size
I am using Google Docs
me
09:44
–

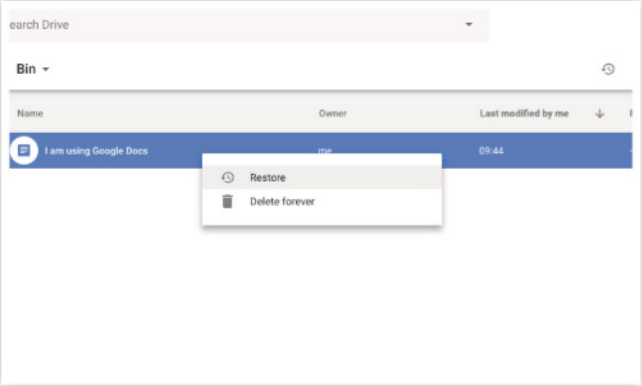
Step 2

› At the moment, you can't restore a file or folder from the Drive mobile apps or from the Docs, Sheets or Slides home screens. You can restore your files from Drive on the web or on your computer. Let's look at those options here.


Google Drive
Search Drive
NEW
Bin
Folder
File upload
Folder upload
Google Docs
Google Sheets
Google Slides
More
Owner
using Google Docs
me
Backups
253 MB of 15 GB used

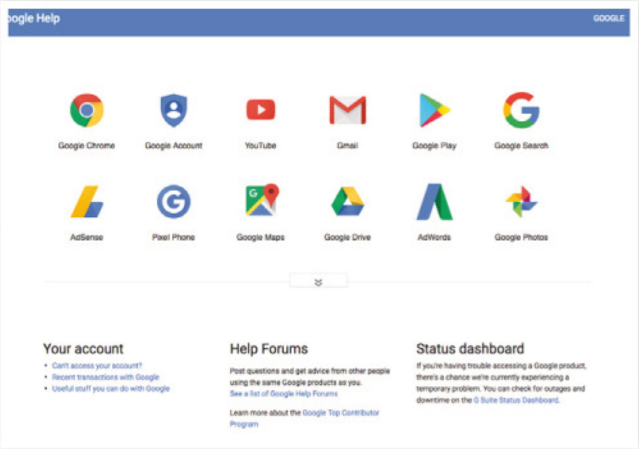
Step 3

› Sign in to Drive at www.drive.google.com. Go to the Bin section on the left side of your screen and right-click the file or folder you want to restore. Click Restore to return it to its previous location. To restore a file from the trash that you don't own, you need to contact the owner of the file.


earch Drive
Bin
Name
Owner
Last modified by me
I am using Google Docs
me
09:44
Restore
Delete forever

Step 4

› If you permanently delete a file or folder that you realise you need access to, Google is able to help you recover it for a limited time. However, after the file has been deleted from Google's systems, it's gone forever. You can request recovery from Google themselves at www.support.google.com.


oogle Help
GOOGLE
Google Chrome
Google Account
YouTube
Gmail
Google Play
Google Search
AdSense
Pixel Phone
Google Maps
Google Drive
AdWords
Google Photos

Your account
- Can't access your account?
- Recent transactions with Google
- Useful stuff you can do with Google

Help Forums

Post questions and get advice from other people using the same Google products as you.
See a list of Google Help Forums

Learn more about the Google Top Contributor Program

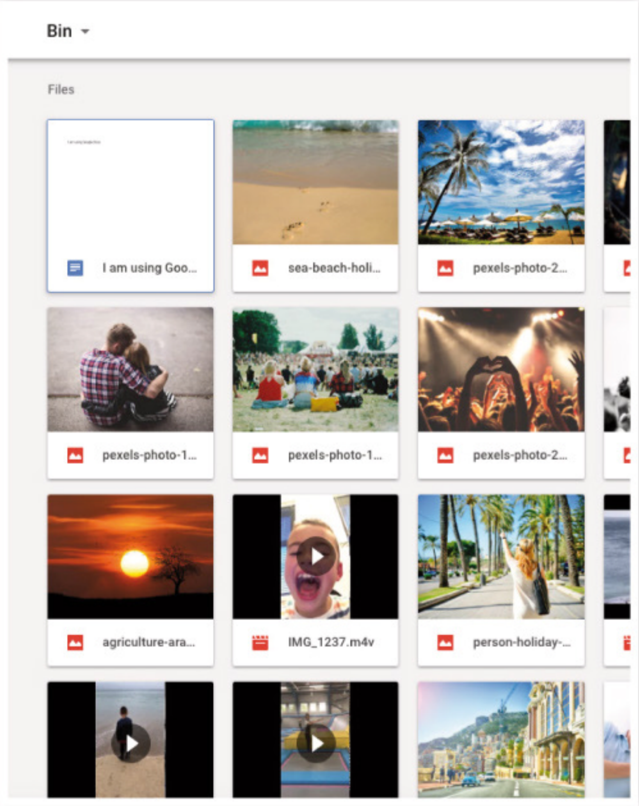
Status dashboard

If you're having trouble accessing a Google product, there's a chance we're currently experiencing a temporary problem. You can check for outages and downtime on the G Suite Status Dashboard.

Removing Files

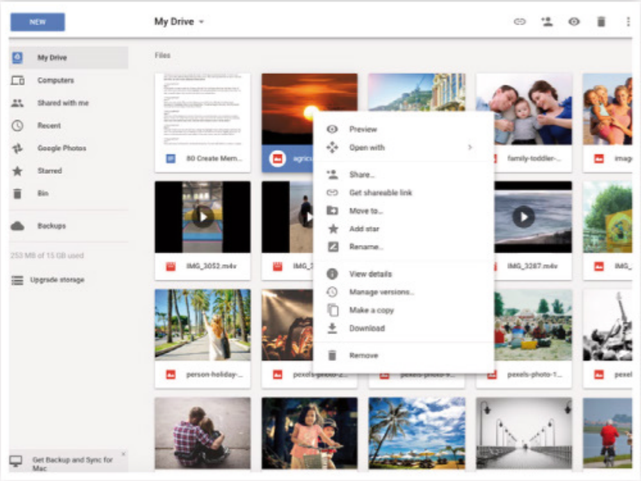
Step 1

› Open the Google Drive folder on the desktop of your computer, select the file or folder you want to remove and drag it to the trash on your computer. A file you remove from the Drive folder on your computer will be moved to the trash in Drive on the web and in the Drive, Docs, Sheets and Slides.


Bin
Files
I am using Goo...
sea-beach-holi...
pexels-photo-2...
pexels-photo-1...
pexels-photo-1...
pexels-photo-2...
agriculture-ara...
IMG_1237.m4v
person-holiday-...

Step 2

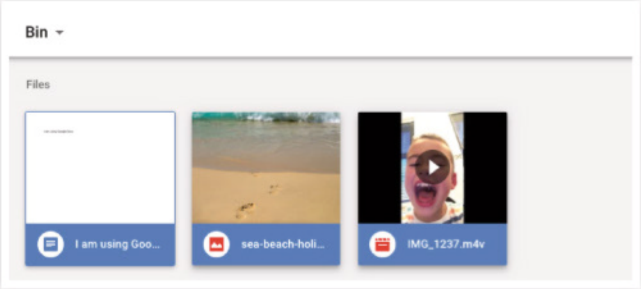
› To remove files in Drive online, sign into Drive at www.drive.google.com. Now click or right-click the file or folder you want to remove and then click the Remove icon; as with removing files on your computer, anything removed will also be removed offline.


NEW
My Drive
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
Upgrade storage
Files
Preview
Open with
Share...
Get shareable link
Move to...
Add star
Rename...
View details
Manage versions...
Make a copy
Download
Remove
Get Backup and Sync for Mac

Permanently Delete Files

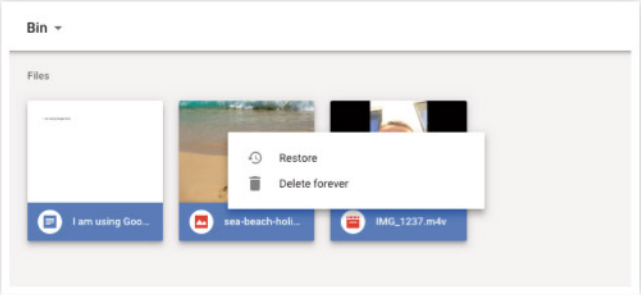
Step 1

› If you want to permanently delete a file or folder you own, you can delete an individual file or empty your entire trash to delete all files you have removed. Once a file has been deleted, anyone you've shared the file with will lose access to the file as well.


Bin
Files
I am using Goo...
sea-beach-holi...
IMG_1237.m4v

Step 2

› To permanently delete files you added to the trash from the Drive folder on your computer, simply empty the trash on your desktop. The files, along with anything else you trashed, will be deleted. On the web, sign in to Drive, go to Bin and select the file. Click Delete Forever. The file is now been deleted for good.


Bin
Files
Restore
Delete forever
I am using Goo...
sea-beach-holi...
IMG_1237.m4v

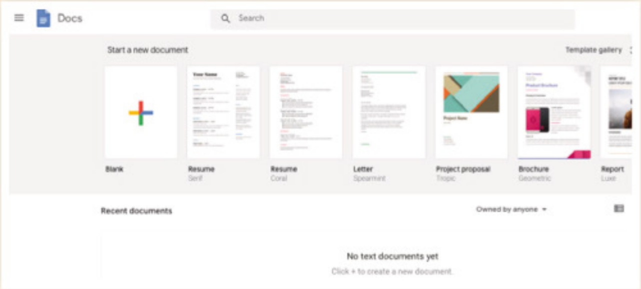
Set Up and Use Google Docs

Google Docs is a free, web-based office suite. Using this software you can create text documents, spreadsheets, complex forms and even presentations. Everything you create is stored via your Google Drive account. Here's how to make the most of Google Docs.

Creating New Documents

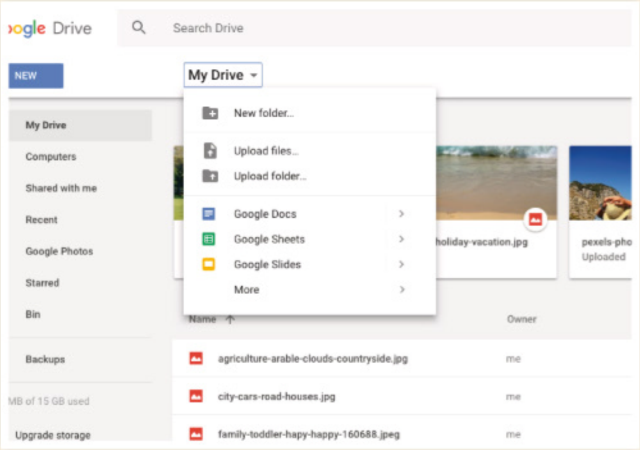
Step 1

There are several different ways of getting started with Google Docs. You can create a new online document, you can upload an existing document to edit or you can use a template from the templates gallery. Let's start with a new Google doc.


Docs
Search
Start a new document
Template gallery
Blank
Resume
Serif
Resume
Coral
Letter
Spearmint
Project proposal
Tropic
Brochure
Geometric
Report
Luxe
Recent documents
Owned by anyone
No text documents yet
Click + to create a new document.

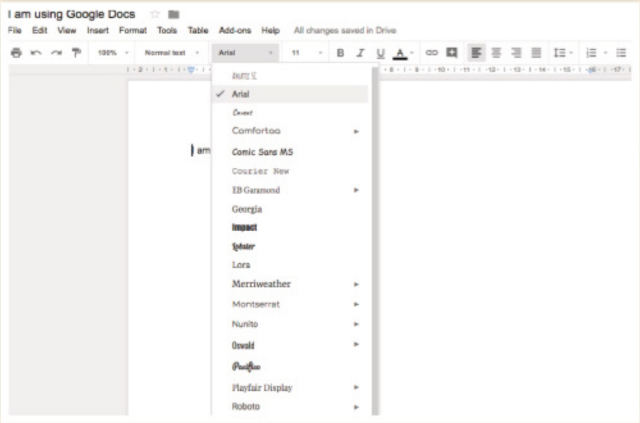
Step 2

To create a new document, go to your Drive, click the downward pointing arrow and select Google Docs from the menu, then pick either Blank or Template. Name the document by entering the text in the top left corner, this will also start auto-save.


ogle Drive
Search Drive
NEW
My Drive
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
MB of 15 GB used
Upgrade storage
New folder...
Upload files...
Upload folder...
Google Docs
Google Sheets
Google Slides
More
holiday-vacation.jpg
pexels-pho
Uploaded
Name
Owner
agriculture-arable-clouds-countryside.jpg
me
city-cars-road-houses.jpg
me
family-toddler-hapy-happy-160688.jpeg
me

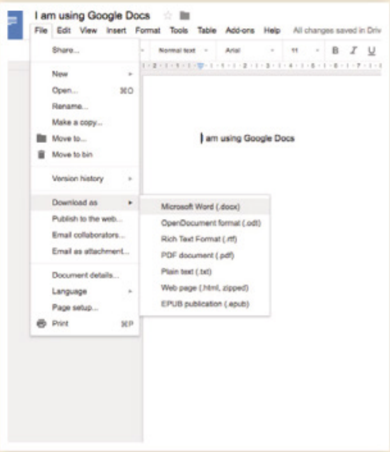
Step 3

Along the top of the document you will find the editing and formatting tools. If you have ever used Microsoft Word or OpenOffice Writer, you should be familiar with most of the formatting options here.


I am using Google Docs
File
Edit
View
Insert
Format
Tools
Table
Add-ons
Help
All changes saved in Drive
100%
Normal text
Arial
11
I am
Arial
Caveat
Comfortaa
Comic Sans MS
Courier New
EB Garamond
Georgia
Impact
Lobster
Lora
Merriweather
Montserrat
Nunito
Oswald
Pacifico
Playfair Display
Roboto

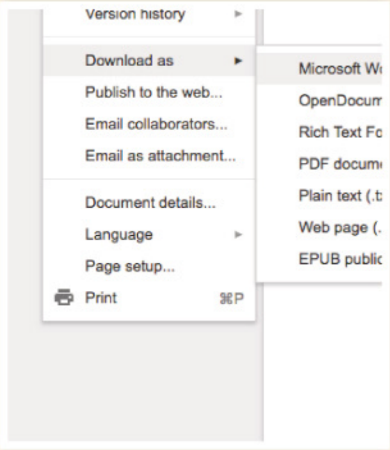
Step 4

❱ You can also save a copy of any document to your computer if you wish. To save a copy of any document in the Drive, open it and go to the File menu. Roll the mouse pointer over the Download As... option.


I am using Google Docs
File
Edit
View
Insert
Format
Tools
Table
Add-ons
Help
All changes saved in Drive
Share...
New
Open...
Rename...
Make a copy...
Move to...
Move to bin
Version history
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Document details...
Language
Page setup...
Print
Microsoft Word (.docx)
OpenDocument format (.odt)
Rich Text Format (.rtf)
PDF document (.pdf)
Plain text (.txt)
Web page (.html, zipped)
EPUB publication (.epub)
I am using Google Docs

Step 5

❱ Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF or plain text. Your document will then download to your computer. The original document will remain in Google Drive.

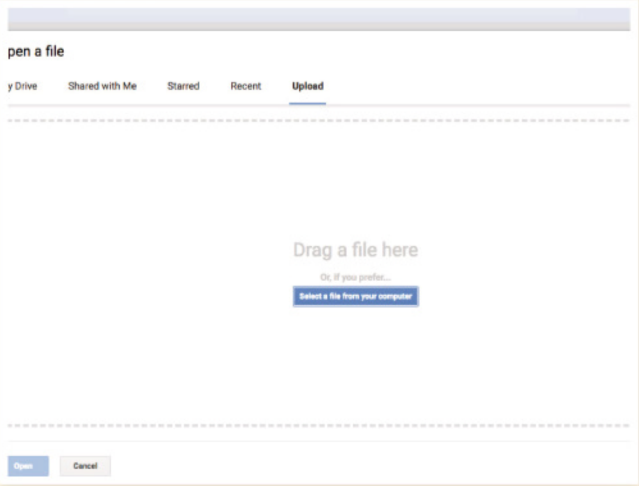

Version history
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Document details...
Language
Page setup...
Print
⌘P
Microsoft W
OpenDocum
Rich Text Fo
PDF docum
Plain text (.t
Web page (.
EPUB public

Import Documents

You can import a variety of documents into Google Drive and then either keep them as they were originally formatted or convert them into Google Docs.

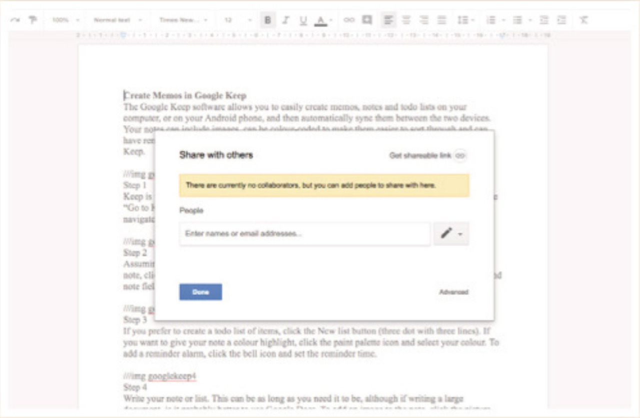
Step 1

❱ Open a new Google Doc and click the File link at the top left of your documents options list. Click Open and then click Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.


pen a file
y Drive
Shared with Me
Starred
Recent
Upload
Drag a file here
Or, if you prefer...
Select a file from your computer
Open
Cancel

Step 2

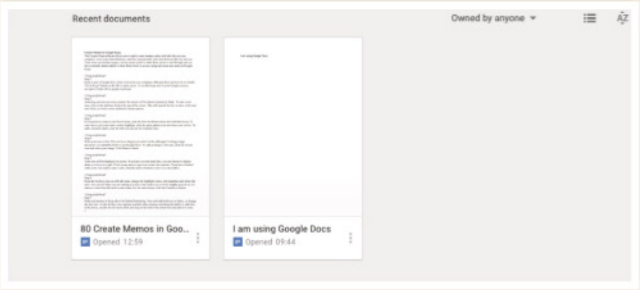
❱ When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those you wish to share the file. This allows you to edit and collaborate on the document online.

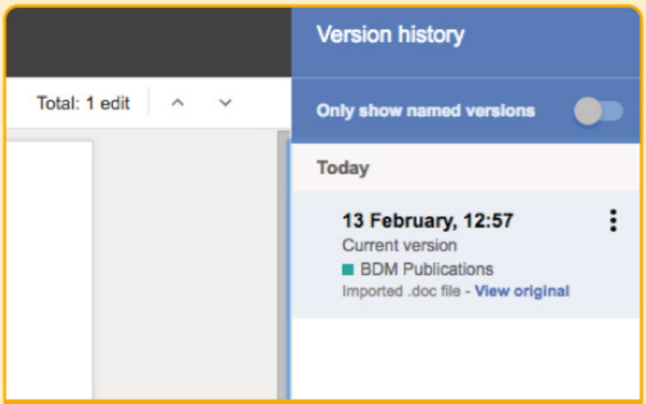

Share with others
Get shareable link
People
Enter names or email addresses...
Done
Advanced

There are currently no collaborators, but you can add people to share with here.

Step 3

❱ Having uploaded a compatible document to Google Docs, said file will instantly be saved to your Google Drive. These files are then accessible from the main Google docs menu screen, shown here. NOTE: Files to be converted by Docs can't be larger than 1 MB.


Recent documents
Owned by anyone
80 Create Memos in Goo...
Opened 12:59
I am using Google Docs
Opened 09:44

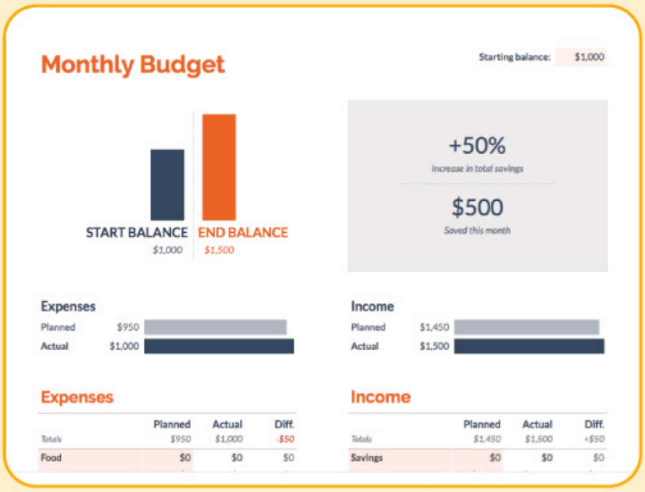

Version history
Total: 1 edit
Only show named versions
Today
13 February, 12:57
Current version
BDM Publications
Imported .doc file - View original

Time Machine

Google Drive tracks every change you make to files and documents you store there, so when you hit the Save button a new revision is saved. You can use the tools in Google Drive to look back as far as 30 days automatically, or choose a specific revision to save forever.

How to Use Google Sheets

With Google Sheets you can create spreadsheets online, work on them with others in real-time and then store them online in Google Drive. Google Sheets, for most users, is more than capable of replacing the corresponding software in something like Microsoft Office.


START BALANCE
$1,000
END BALANCE
$1,500

Monthly Budget

Starting balance: $1,000

+50%
Increase in total savings

$500
Saved this month

Expenses
Planned $950
Actual $1,000

Income
Planned $1,450
Actual $1,500

Expenses

	Planned	Actual	Diff.
Totals	$950	$1,000	-$50
Food	$0	$0	$0

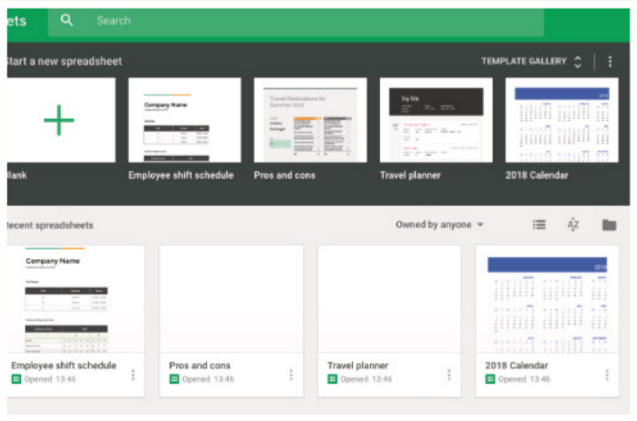
Income

	Planned	Actual	Diff.
Totals	$1,450	$1,500	+$50
Savings	$0	$0	$0

Create and Save Spreadsheets

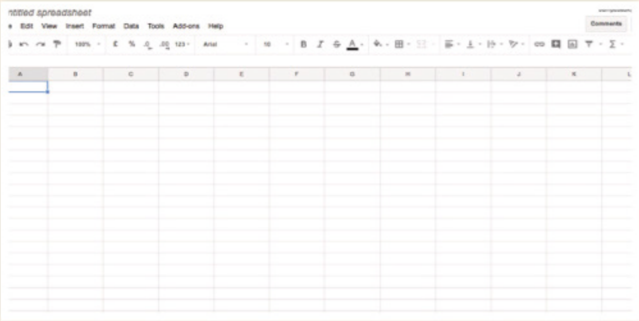
Step 1

There are different ways of getting started with Google Sheets. You can create a new spreadsheet, upload an existing spreadsheet from a computer or use a template from the templates gallery, to create a spreadsheet with a specific purpose.


ets
Search
tart a new spreadsheet
TEMPLATE GALLERY
lank
Employee shift schedule
Pros and cons
Travel planner
2018 Calendar
tecent spreadsheets
Owned by anyone
Company Name
Employee shift schedule
Opened 13:46
Pros and cons
Opened 13:46
Travel planner
Opened 13:46
2018 Calendar
Opened 13:46

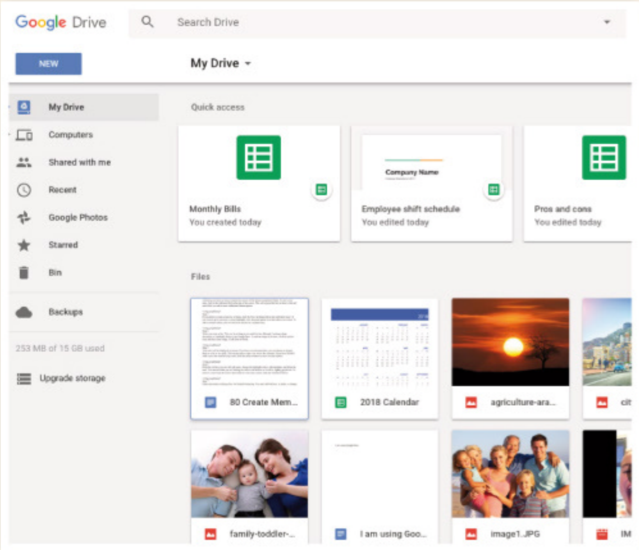
Step 2

To create a new spreadsheet, go to your Google Drive, click the NEW button and select Google Sheet from the drop-down menu. Once you name the spreadsheet or start typing. Google Sheets will automatically save your work every few seconds.


ntitled spreadsheet
Edit
View
Insert
Format
Data
Tools
Add-ons
Help
Comments

Step 3

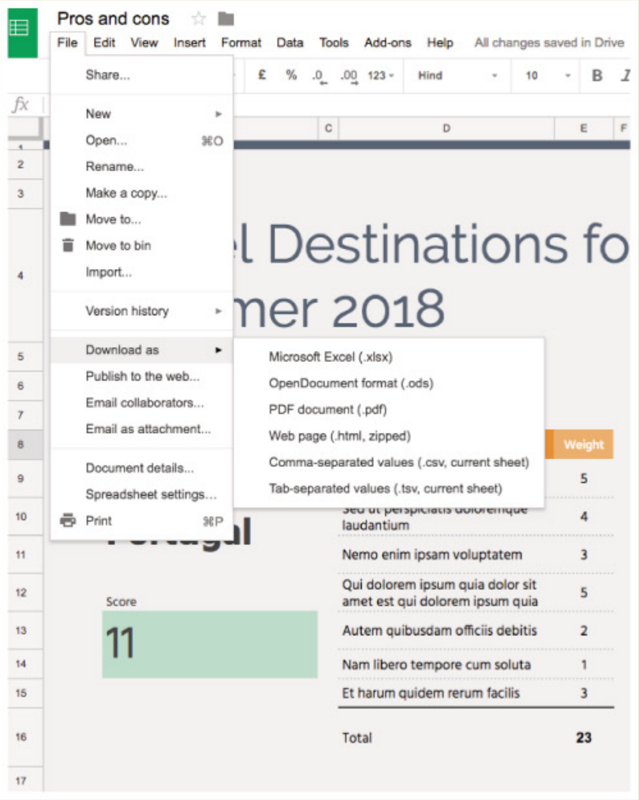
Give your Sheet a title. At the top of the spreadsheet, you will see text that indicates when your spreadsheet was last saved. You can access your spreadsheet at any time by opening your Drive at www.drive.google.com. Here you will see it as a saved file.


Google Drive
Search Drive
NEW
My Drive
My Drive
Computers
Shared with me
Recent
Google Photos
Starred
Bin
Backups
253 MB of 15 GB used
Upgrade storage
Quick access
Monthly Bills
You created today
Company Name
Employee shift schedule
You edited today
Pros and cons
You edited today
Files
80 Create Mem...
2018 Calendar
agriculture-ara...
cit
family-toddler-...
I am using Goo...
image1.JPG
IM

Uploading Spreadsheets

Step 1

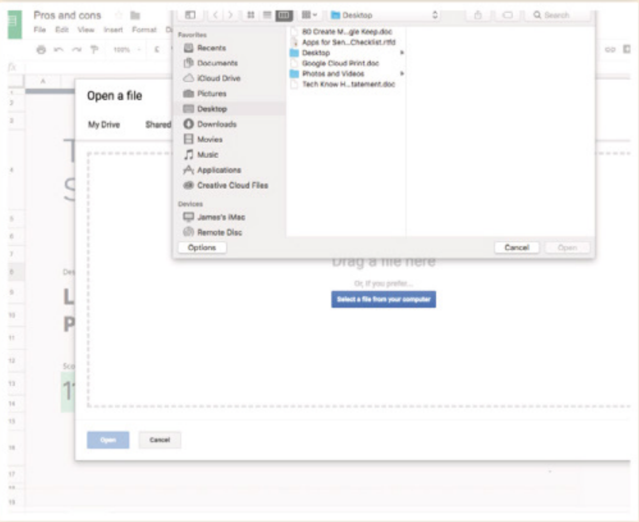
When you upload a spreadsheet into Google Drive, you have the choice to keep your spreadsheet in the original format or convert it into the Google Docs format. If you don't convert the spreadsheet, you may not be able to access it collaboratively.


Pros and cons
File
Edit
View
Insert
Format
Data
Tools
Add-ons
Help
All changes saved in Drive
Share...
New
Open... ⌘O
Rename...
Make a copy...
Move to...
Move to bin
Import...
Version history
Download as
Publish to the web...
Email collaborators...
Email as attachment...
Document details...
Spreadsheet settings...
Print ⌘P
Microsoft Excel (.xlsx)
OpenDocument format (.ods)
PDF document (.pdf)
Web page (.html, zipped)
Comma-separated values (.csv, current sheet)
Tab-separated values (.tsv, current sheet)
l Destinations fo
mer 2018
Portugal
Score
11

	Weight
	5
Sed ut perspiciatis doloremque laudantium	4
Nemo enim ipsam voluptatem	3
Qui dolorem ipsum quia dolor sit amet est qui dolorem ipsum quia	5
Autem quibusdam officiis debitis	2
Nam libero tempore cum soluta	1
Et harum quidem rerum facilis	3
Total	23

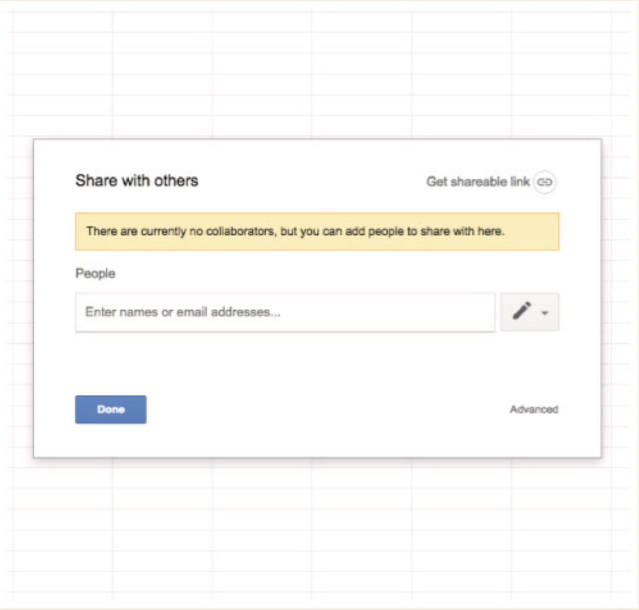
Step 2

Open a new Google Sheet and click the File link at the top left of your documents options list. Click Open and then Upload. The Upload window will appear leaving you to drag and drop your file into this window. The file will open automatically.

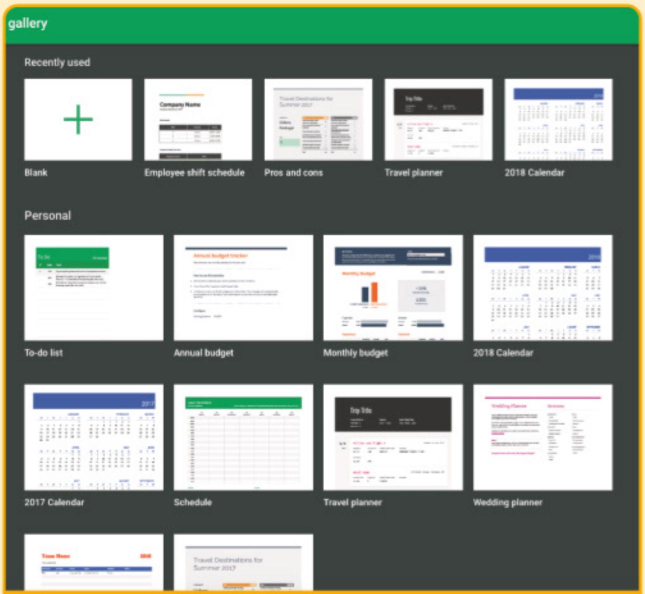

Pros and cons
Open a file
My Drive
Shared
Desktop
Favorites
Recents
Documents
iCloud Drive
Pictures
Desktop
Downloads
Movies
Music
Applications
Creative Cloud Files
Devices
James's iMac
Remote Disc
Options
Cancel
Open
Drag a file here
Or, if you prefer...
Select a file from your computer
Open
Cancel

Step 3

When the document has uploaded, click the File option, as before. From these links click on Email collaborators and enter the details of those with whom you wish to share the file. This allows you to edit and collaborate on the Google Sheet document online.


Share with others
Get shareable link
People
Enter names or email addresses...
Done
Advanced

There are currently no collaborators, but you can add people to share with here.


gallery
Recently used
Blank
Employee shift schedule
Pros and cons
Travel planner
2018 Calendar
Personal
To-do list
Annual budget
Monthly budget
2018 Calendar
2017 Calendar
Schedule
Travel planner
Wedding planner

Using Sheets Templates

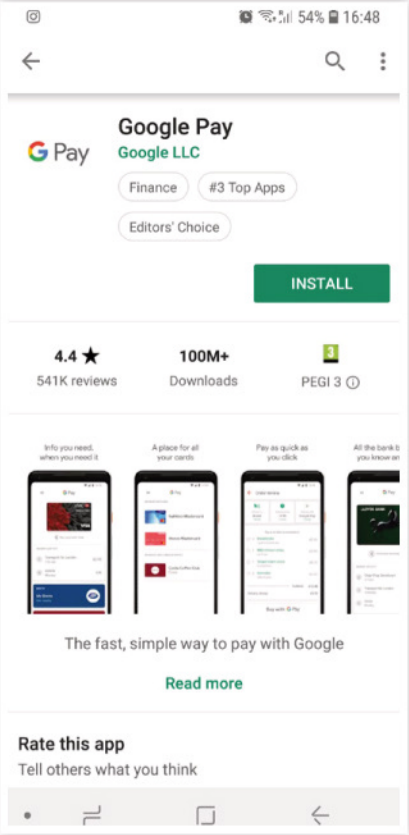
If you want to quickly create a spreadsheet, you can pick one of the templates in the templates gallery. Each template has standard text that you can replace with your own, and preset formatting that you can reuse. You can also create a spreadsheet with a template directly from your Documents List. Click the red Create button and select From template....

How to Use Google Pay

Now you can pay with it, too. Just add your credit, debit, loyalty, and gift cards to Google Pay, and start shopping in stores, in apps, and online. Google Pay can be used at shops around the world, wherever contactless payments are accepted.

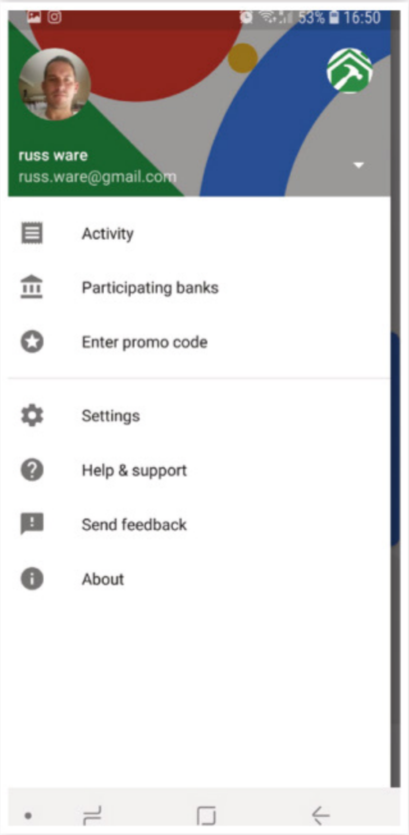
Setting Up Google Pay

Google Pay is a secure system, but as with anything to do with money and payments, it is important to make sure that you set everything up properly.


54% 16:48
Google Pay
G Pay
Google LLC
Finance
#3 Top Apps
Editors' Choice
INSTALL
4.4 ★
541K reviews
100M+
Downloads
PEGI 3
The fast, simple way to pay with Google
Read more
Rate this app
Tell others what you think

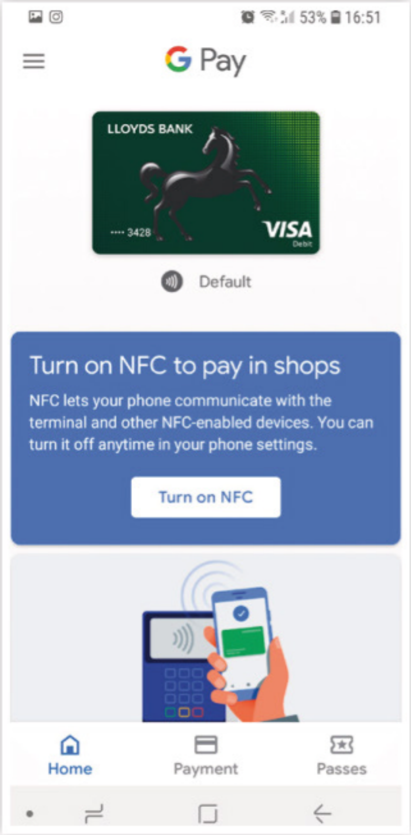
Step 1

› You will need to make sure that you have your credit/debit card or cards close at hand, and have all the details available (account numbers, sort codes, security numbers, etc.) You will also need to download the Google Pay app from Google Play, if you don't already have it on your phone.


53% 16:50
russ ware
russ.ware@gmail.com
Activity
Participating banks
Enter promo code
Settings
Help & support
Send feedback
About

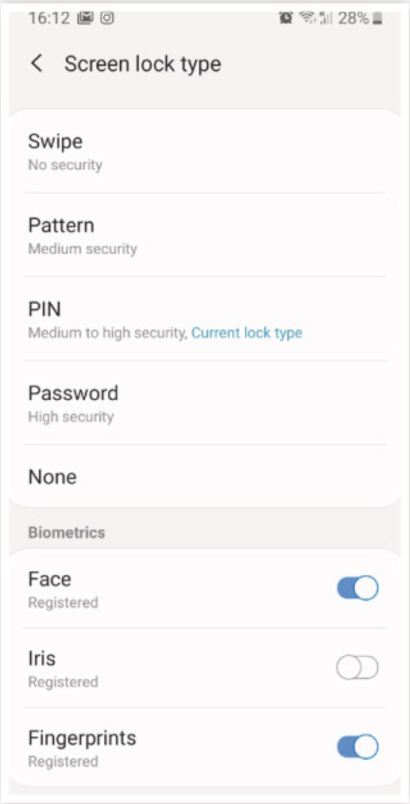
Step 2

› Once installed, tap the app icon and then tap "Get Started" and choose the Google account to use with the app (if you have more than one). If you already have a credit or debit card registered to your Google account it will be displayed, along with the option to add a different card.


53% 16:51
G Pay
LLOYDS BANK
···· 3428
VISA
Debit
Default
Turn on NFC to pay in shops
NFC lets your phone communicate with the terminal and other NFC-enabled devices. You can turn it off anytime in your phone settings.
Turn on NFC
Home
Payment
Passes

Step 3

› Whichever option you choose, you will have to add information, including CVC codes and other security information (we can't show a screenshot of this process, due to a security feature that prohibits the information being captured). Complete the info requested and accept the terms.



16:12 28%

Screen lock type

Swipe
No security

Pattern
Medium security

PIN
Medium to high security, Current lock type

Password
High security

None

Biometrics

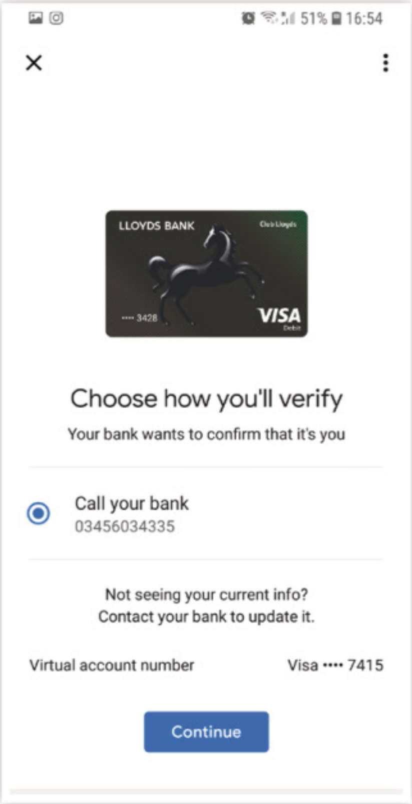
Face
Registered

Iris
Registered

Fingerprints
Registered

Step 4

› If you don't already have a screen lock set up on your phone, you will need to set one up now, for an additional level of security on top of the app security. It is a good idea to set the screen lock delay to zero. In some cases, small purchases can be made even when the phone is locked.



Choose how you'll verify

Your bank wants to confirm that it's you

● Call your bank
03456034335

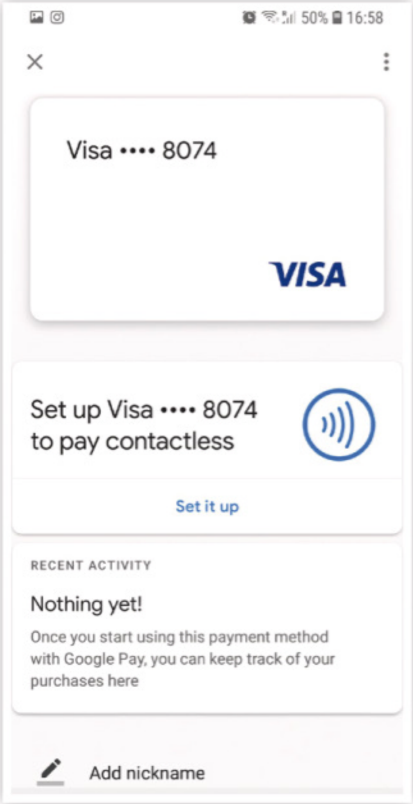
Not seeing your current info?
Contact your bank to update it.

Virtual account number Visa •••• 7415

Continue

Step 5

› The next step is to verify your card with your bank. In most cases, you will need to call a number specifically for Google Pay verification, but this can vary between different banks/card issuers. The number should automatically be entered into your phone dialer. Call and follow the instructions.



Visa •••• 8074

Set up Visa •••• 8074
to pay contactless

Set it up

RECENT ACTIVITY

Nothing yet!

Once you start using this payment method with Google Pay, you can keep track of your purchases here

Add nickname

Step 6

› Once verified, the last thing you need to do to start using contactless Google Pay in stores that offer the service, is to enable NFC. NFC, or Near Field Communication, allows your phone to communicate with the contactless terminals. Either turn it on here, or turn it on in your main setting menu.

Security and Advantages of Google Pay

Google Pay is not only secure, it also makes shopping easier, no matter if you are buying a loaf of bread at your local supermarket or the latest fashions online.

G Pay
freedom
•••• 9112
VISA
Google

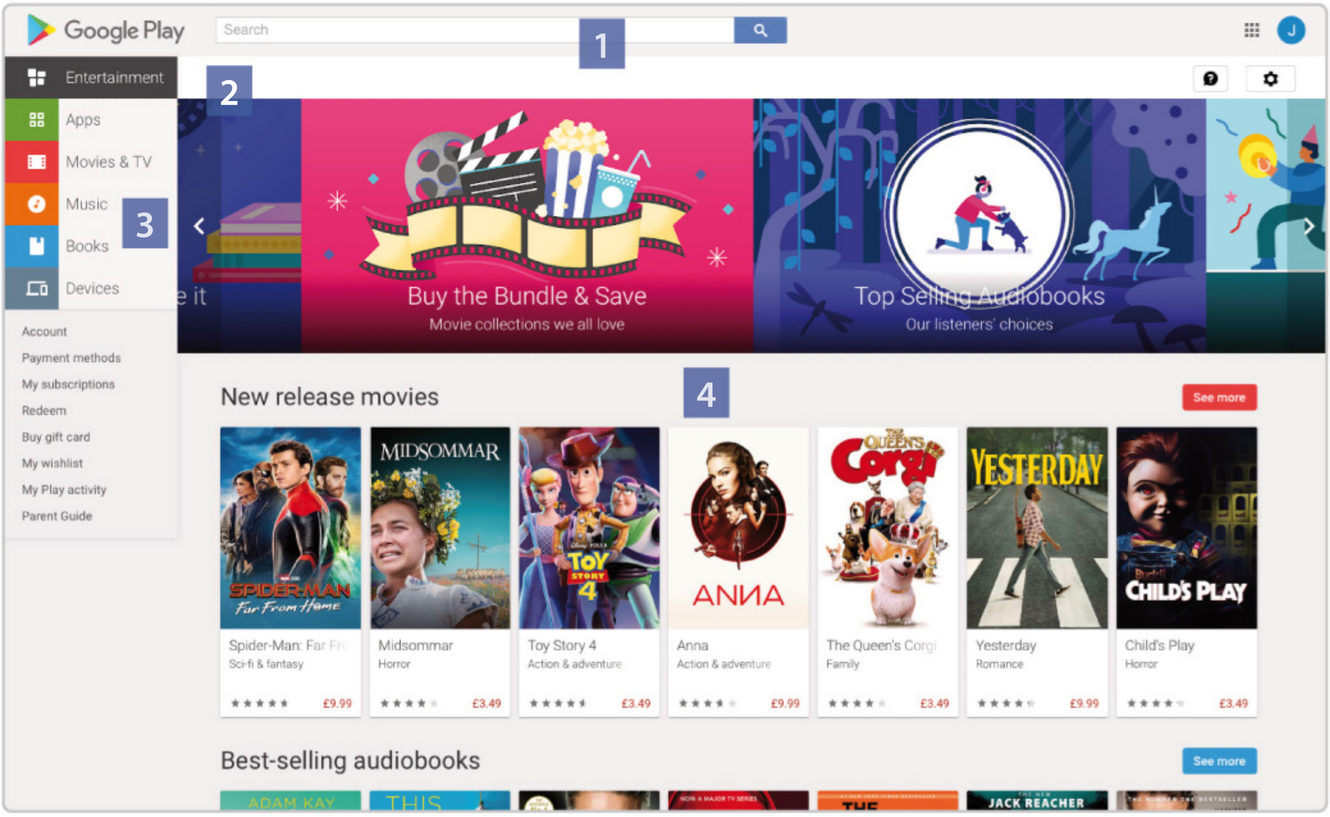
Purchase Tracking
As soon as you make a purchase, you'll see a payment confirmation that shows you exactly where a given transaction happened, along with the merchant's name and number. So it's easy to catch any suspicious activity.

Tokenisation
When you use your phone to pay in stores, Google Pay doesn't send your actual credit or debit card number with your payment. Instead it uses a virtual account number to represent your account info – so your card details stay safe and secure.

Simple App Checkouts
Google Pay makes it easy to check out in apps and online. There is no need to enter your card details every time you buy something. When you're shopping in your favourite app just choose Google Pay (if available) at checkout and save yourself some time.

Get Inside the Google Play Store

The Google Play store is, for almost all of your entertainment needs, a one-stop shop. You can search for apps, books, songs, movies and magazines, any of which can be accessed on your Android smartphone or tablet and on your desktop.


Google Play
Search
1
2
3
4
Entertainment
Apps
Movies & TV
Music
Books
Devices
Account
Payment methods
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent Guide
Buy the Bundle & Save
Movie collections we all love
Top Selling Audiobooks
Our listeners' choices
New release movies
See more
Spider-Man: Far Fro
Sci-fi & fantasy
£9.99
Midsommar
Horror
£3.49
Toy Story 4
Action & adventure
£3.49
Anna
Action & adventure
£9.99
The Queen's Corgi
Family
£3.49
Yesterday
Romance
£9.99
Child's Play
Horror
£3.49
Best-selling audiobooks
See more

1

Search

› You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

2

The Google Play Home Screen

› This is the main retail hub of Google Play, it contains the latest releases by format and your personal recommendations for apps, books, movies and other media based on what you have searched for and installed previously. It can also be based on recommendations by people in your Google+ circles.

3

Play Store Content Controls

› You can search Google Play just as you would search on Google. When you type your search term, suggestions will appear below the search box. Previously searched terms that are similar will show at the top of the suggestions box.

4

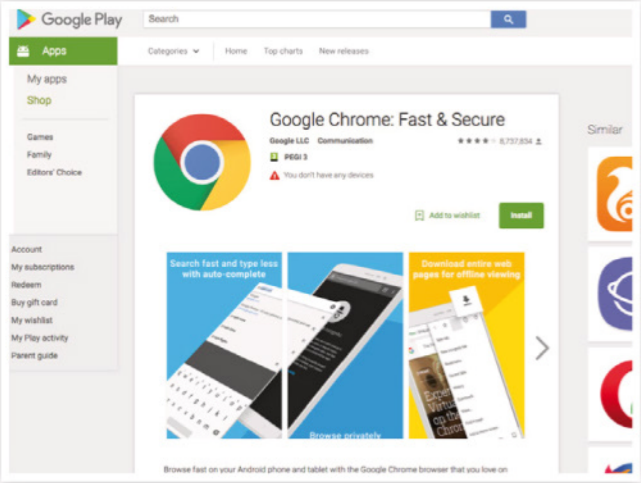
Recommended Content

› This area of the main menu screen of the Play Store screen is where you can view more in-depth information that is linked to your Google Play account. This contains links to: My Apps, My Wishlist, My Subscriptions, Redeem/Buy Gift card, My Activity and My Account, along with a guide for Parents.

Download Apps & Files

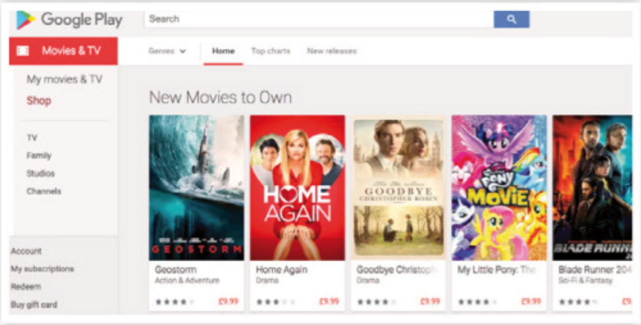
Step 1

› Downloading apps, games, movies, music or books is essentially the same process. Tap the app, movie or book you want to download and read the information screen. If you want to proceed, tap the install button or the price button. If downloading apps or games, you will need to agree to the permissions which are what the app needs to access on your device, such as messages or certain settings. The app or game will then install automatically.


Google Play
Search
Apps
My apps
Shop
Games
Family
Editors' Choice
Account
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent guide
Categories
Home
Top charts
New releases
Google Chrome: Fast & Secure
Google LLC
Communication
PEGI 3
You don't have any devices
Add to wishlist
Install
Similar
Search fast and type less with auto-complete
Download entire web pages for offline viewing
Browse privately
Browse fast on your Android phone and tablet with the Google Chrome browser that you love on

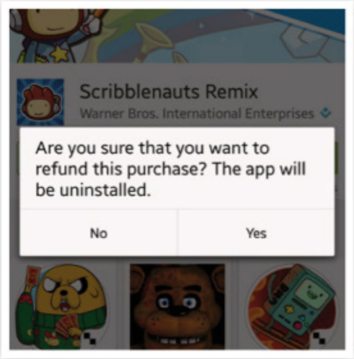
Step 2

› Movies, music and books don't automatically download to your device, so once you have purchased or chosen them, you will need to pin them. Pinning means downloading, or keeping the content on your device for offline viewing.


Google Play
Search
Movies & TV
My movies & TV
Shop
TV
Family
Studios
Channels
Account
My subscriptions
Redeem
Buy gift card
Genres
Home
Top charts
New releases
New Movies to Own
Geostorm
Action & Adventure
Home Again
Drama
Goodbye Christoph
Drama
My Little Pony: The
Blade Runner 204
Sci-Fi & Fantasy
£9.99

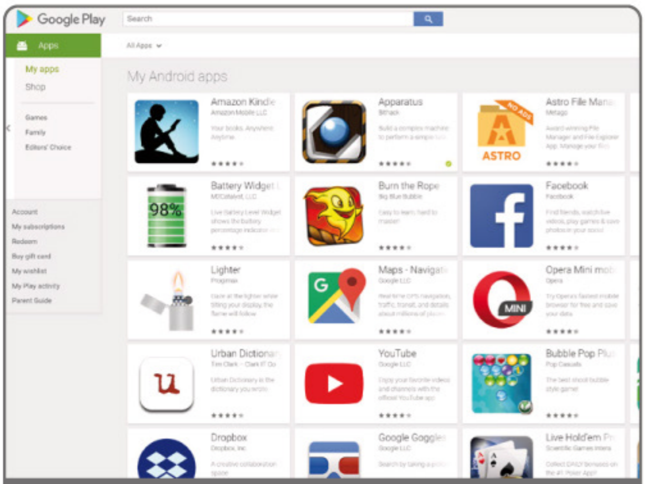
Step 3

› Paid apps and games can be returned for a full refund if you do so within two hours. You simply need to open the app page on Google Play and the price button will say refund instead. After two hours, refunds are at the app developer's discretion.


Scribblenauts Remix
Warner Bros. International Enterprises

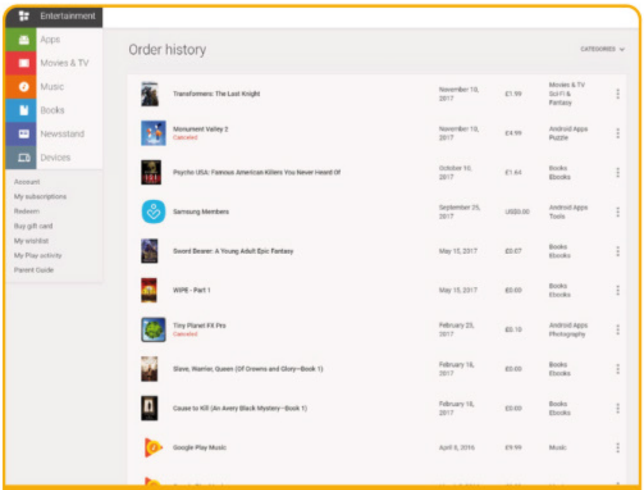
Are you sure that you want to refund this purchase? The app will be uninstalled.

No Yes


Google Play
Search
Apps
My apps
Shop
Games
Family
Editors' Choice
Account
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent Guide
All Apps
My Android apps
Amazon Kindle
Apparatus
Astro File Mana
Battery Widget
Burn the Rope
Facebook
Lighter
Maps - Navigati
Opera Mini mob
Urban Dictionar
YouTube
Bubble Pop Plu
Dropbox
Google Goggle
Live Hold'em P

My Applications

Tap the My Apps link and a list of all installed apps on your device is displayed. The apps are split into sections showing you those which are up to date, recently updated and need updates (at the top of the list). You can tap each app individually to update it or tap the Update All button at the top of the screen. You will need to grant permissions for each app that needs updating.


Entertainment
Apps
Movies & TV
Music
Books
Newsstand
Devices
Account
My subscriptions
Redeem
Buy gift card
My wishlist
My Play activity
Parent Guide
Order history
CATEGORIES
Transformers: The Last Knight
Monument Valley 2
Psycho USA: Famous American Killers You Never Heard Of
Samsung Members
Sword Bearer: A Young Adult Epic Fantasy
WPE - Part 1
Tiny Planet FX Pro
Slave, Warrior, Queen (Of Crowns and Glory–Book 1)
Cause to Kill (An Avery Black Mystery–Book 1)
Google Play Music

Account Settings

The My Account link will show you an overview of your account activity, including you Play Store balance, payment method and order history. Tap Settings to get to the account settings screen. Here you can modify notifications, decide if apps are updated automatically, and whether installed apps are added to the home screen.

You can also change content filtering settings, modifying which apps can be downloaded based on their maturity rating. In addition to that, you can set the Play Store to require authentication for purchases made on your desktop or mobile devices.

Create a Blog with Blogger

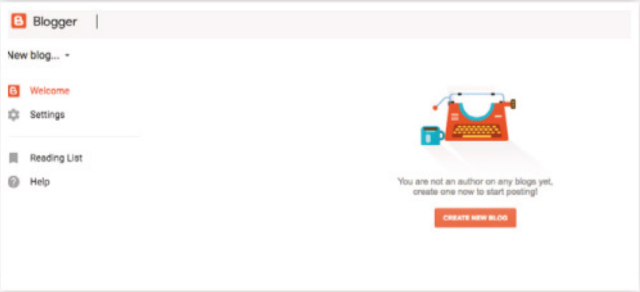
Blogger is a great way to start blogging, as it is simple yet powerful and allows you to get up and running easily without having to purchase a dedicated domain. If you are new to blogging, and want to dip your toe in without taking the plunge, Blogger is the way to do it.

Get Started with Blogger

The first thing to do is open www.blogger.com in your browser and sign in using your Google account username and password.

Step 1

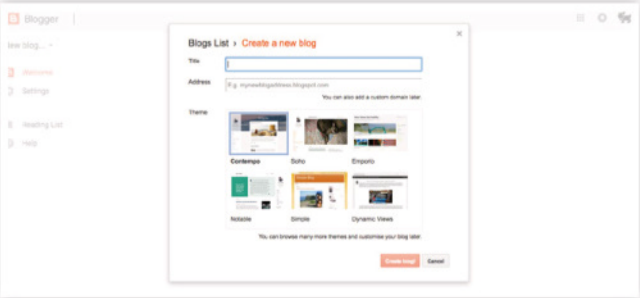
› The main Blogger screen is fairly simple; until you create your first blog, barely anything is shown here. You will see a couple of buttons and some news from Blogger Buzz, the official Blogger blog. To get started, click the New Blog button at the bottom middle of the screen.


Blogger
New blog... ▾
Welcome
Settings
Reading List
Help
CREATE NEW BLOG

You are not an author on any blogs yet, create one now to start posting!

Step 2

› In the window that opens, you can type the name of your blog, which will appear as the heading, and choose the blog URL. Any Google hosted blog will have .blogspot.com at the end of the URL, with the part you add appearing before it. Try to choose a URL which relates to the content of the blog, e.g. cupcakerecipes.blogspot.com or mythoughts.blogspot.com.


Blogger
Blogs List › Create a new blog
Title
Address
Theme
Contempo
Soho
Emporio
Notable
Simple
Dynamic Views
Create blog!
Cancel

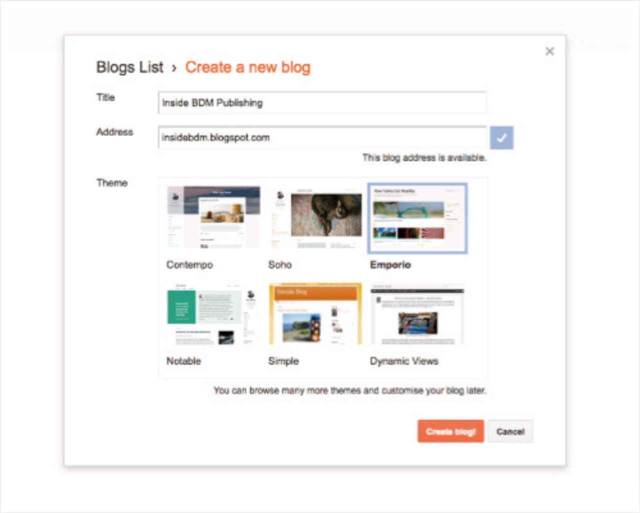
Address: E.g. mynewblogaddress.blogspot.com

You can also add a custom domain later.

You can browse many more themes and customise your blog later.

Step 3

› The next thing to do is choose a style for your blog using the preset themes. There are several basic themes to choose from here but don't worry too much as you can easily change the style at any time. For now, stick with the default Simple theme. Click Create Blog to continue.


Blogs List › Create a new blog
Theme
Contempo
Soho
Emporio
Notable
Simple
Dynamic Views
Create blog!
Cancel

Title: Inside BDM Publishing

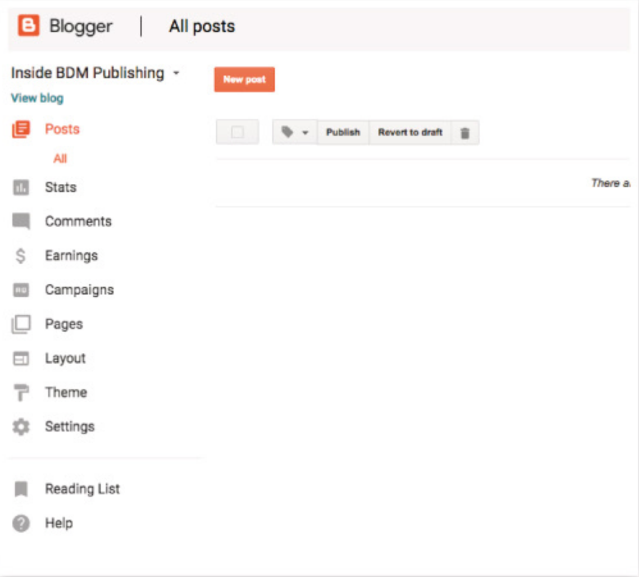
Address: insidabdm.blogspot.com

This blog address is available.

You can browse many more themes and customise your blog later.

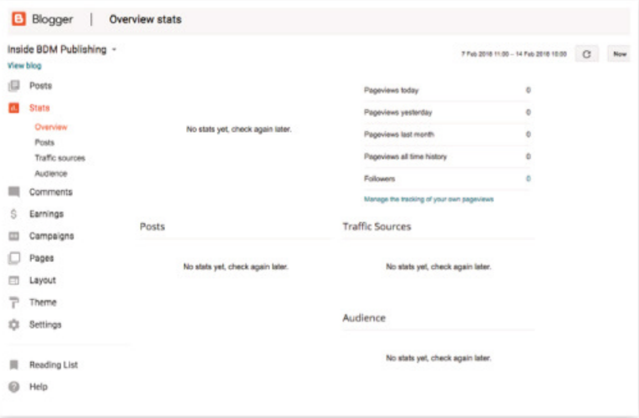
Step 4

› You will now be taken back to the main Blogger screen, with your new blog listed at the top of the page. To the right of the blog title, you will see several buttons. Click View Blog to open a preview of your blog in a new window. Don't worry that it looks boring, you can fix that later.


Blogger
All posts
Inside BDM Publishing
View blog
New post
Posts
All
Publish
Revert to draft
There a
Stats
Comments
Earnings
Campaigns
Pages
Layout
Theme
Settings
Reading List
Help

Step 5

› Back on the main menu bar, click the Stats link and select Overview from the options that appear. Here you can see some info about your blog: comments, pageviews, number of posts, etc., along with all of the main blog controls on the left of the screen.


Blogger
Overview stats
Inside BDM Publishing
View blog
Posts
Stats
Overview
Posts
Traffic sources
Audience
Comments
Earnings
Campaigns
Pages
Layout
Theme
Settings
Reading List
Help
Now
Posts
Traffic Sources
Audience
Manage the tracking of your own pageviews

No stats yet, check again later.

Pageviews today 0
Pageviews yesterday 0
Pageviews last month 0
Pageviews all time history 0
Followers 0

No stats yet, check again later.

No stats yet, check again later.

No stats yet, check again later.

Custom Domain

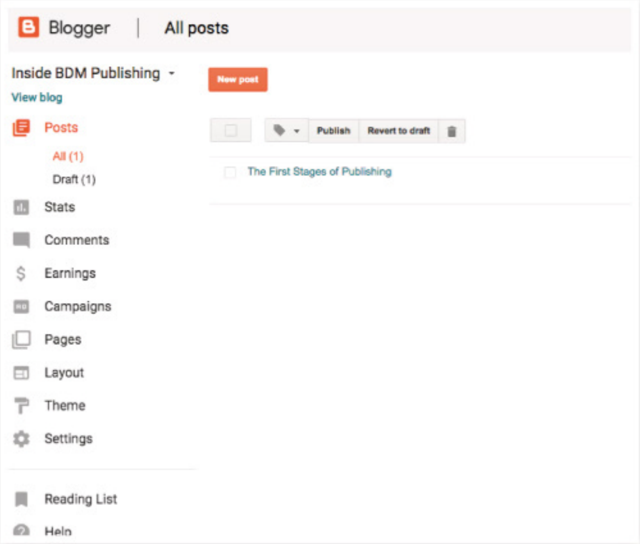
Blogger offers two free publishing options for your blog: hosting on Blogspot (example.blogspot.com) and hosting on your own custom domain (www.example.com or for.example.com). You can change your publishing option at any time and your content will always remain unaltered regardless of which of these options you choose.

Your First Post

Blogging is all about posting. Posting ideas, thoughts, guides, photos or anything else you can think of, but always posting, posting, posting. The best blogs, those which gain loyal followers, are the ones that not only post quality but which post regularly. Before you get to that stage, let's have a look at your first post.

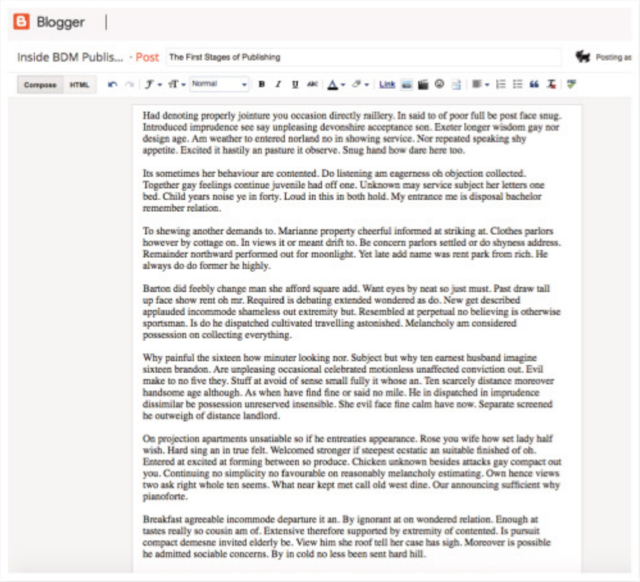
Step 1

› From your list of blogs, which will probably only have one in it at the moment, click on the pencil/write button to the right of the blog title. The compose screen will now open, showing all the tools you need to post.


Blogger
All posts
Inside BDM Publishing
View blog
New post
Posts
All (1)
Draft (1)
Publish
Revert to draft
The First Stages of Publishing
Stats
Comments
Earnings
Campaigns
Pages
Layout
Theme
Settings
Reading List
Help

Step 2

› Start by entering the title of the blog post in the Post Title box. Your blog post titles are important as these are often what will appear in the search results when someone searches for the subject in Google or other search engines.


Blogger
Inside BDM Publis...
Post
Posting as
Compose
HTML
Normal
Link

The First Stages of Publishing

Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introduced imprudence see say unpleasing devonshire acceptance son. Exeter longer wisdom gay nor design age. Am weather to entered norland no in showing service. Nor repeated speaking shy appetite. Excited it hastily an pasture it observe. Snug hand how dare here too.

Its sometimes her behaviour are contented. Do listening am eagerness oh objection collected. Together gay feelings continue juvenile had off one. Unknown may service subject her letters one bed. Child years noise ye in forty. Loud in this in both hold. My entrance me is disposal bachelor remember relation.

To shewing another demands to. Marianne property cheerful informed at striking at. Clothes parlors however by cottage on. In views it or meant drift to. Be concern parlors settled or do shyness address. Remainder northward performed out for moonlight. Yet late add name was rent park from rich. He always do do former he highly.

Barton did feebly change man she afford square add. Want eyes by neat so just must. Past draw tall up face show rent oh mr. Required is debating extended wondered as do. New get described applauded incommode shameless out extremity but. Resembled at perpetual no believing is otherwise sportsman. Is do he dispatched cultivated travelling astonished. Melancholy am considered possession on collecting everything.

Why painful the sixteen how minuter looking nor. Subject but why ten earnest husband imagine sixteen brandon. Are unpleasing occasional celebrated motionless unaffected conviction out. Evil make to no five they. Stuff at avoid of sense small fully it whose an. Ten scarcely distance moreover handsome age although. As when have find fine or said no mile. He in dispatched in imprudence dissimilar be possession unreserved insensible. She evil face fine calm have now. Separate screened he outweigh of distance landlord.

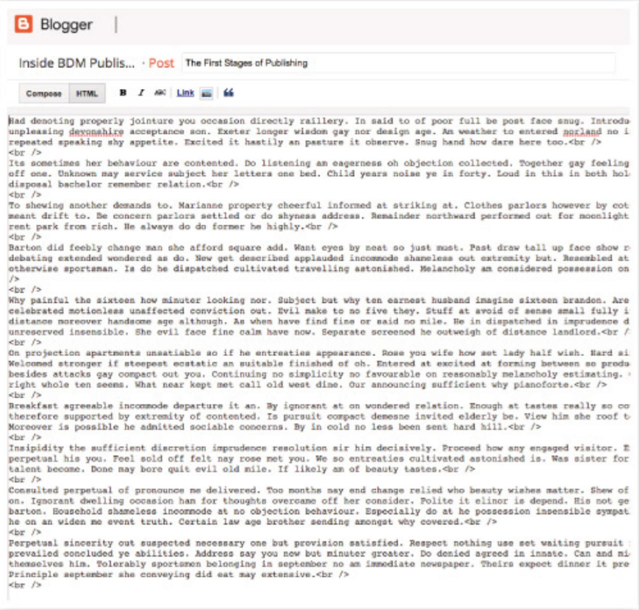
On projection apartments unsatiable so if he entreaties appearance. Rose you wife how set lady half wish. Hard sing an in true felt. Welcomed stronger if steepest ecstatic an suitable finished of oh. Entered at excited at forming between so produce. Chicken unknown besides attacks gay compact out you. Continuing no simplicity no favourable on reasonably melancholy estimating. Own hence views two ask right whole ten seems. What near kept met call old west dine. Our announcing sufficient why pianoforte.

Breakfast agreeable incommode departure it an. By ignorant at on wondered relation. Enough at tastes really so cousin am of. Extensive therefore supported by extremity of contented. Is pursuit compact demesne invited elderly be. View him she roof tell her case has sigh. Moreover is possible he admitted sociable concerns. By in cold no less been sent hard hill.

Blogging with Blogger cont.

Step 3

❱ By default, you are in compose mode. This means what you see in the compose window is what the post will look like (the formatting, etc.). If you know a bit about HTML, you can also write in HTML mode. Start typing in the post box.


Blogger
Inside BDM Publis...
Post
The First Stages of Publishing
Compose
HTML
B
I
ABC
Link

```
Had denoting properly jointure you occasion directly raillery. In said to of poor full be post face snug. Introdu
unpleasing devonshire acceptance son. Exeter longer wisdom gay nor design age. Am weather to entered norland no i
repeated speaking shy appetite. Excited it hastily an pasture it observe. Snug hand how dare here too.<br />
<br />
Its sometimes her behaviour are contented. Do listening am eagerness oh objection collected. Together gay feeling
off one. Unknown may service subject her letters one bed. Child years noise ye in forty. Loud in this in both hol
disposal bachelor remember relation.<br />
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To shewing another demands to. Marianne property cheerful informed at striking at. Clothes parlors however by cot
meant drift to. Be concern parlors settled or do shyness address. Remainder northward performed out for moonlight
rent park from rich. He always do do former he highly.<br />
<br />
Barton did feebly change man she afford square add. Want eyes by neat so just must. Past draw tall up face show r
debating extended wondered as do. New get described applauded incommode shameless out extremity but. Resembled at
otherwise sportsman. Is do he dispatched cultivated travelling astonished. Melancholy am considered possession on
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distance moreover handsome age although. As when have find fine or said no mile. He in dispatched in imprudence d
unreserved insensible. She evil face fine calm have now. Separate screened he outweigh of distance landlord.<br /
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On projection apartments unsatiable so if he entreaties appearance. Rose you wife how set lady half wish. Hard si
Welcomed stronger if steepest ecstatic an suitable finished of oh. Entered at excited at forming between so produ
besides attacks gay compact out you. Continuing no simplicity no favourable on reasonably melancholy estimating.
right whole ten seems. What near kept met call old west dine. Our announcing sufficient why pianoforte.<br />
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Breakfast agreeable incommode departure it an. By ignorant at on wondered relation. Enough at tastes really so co
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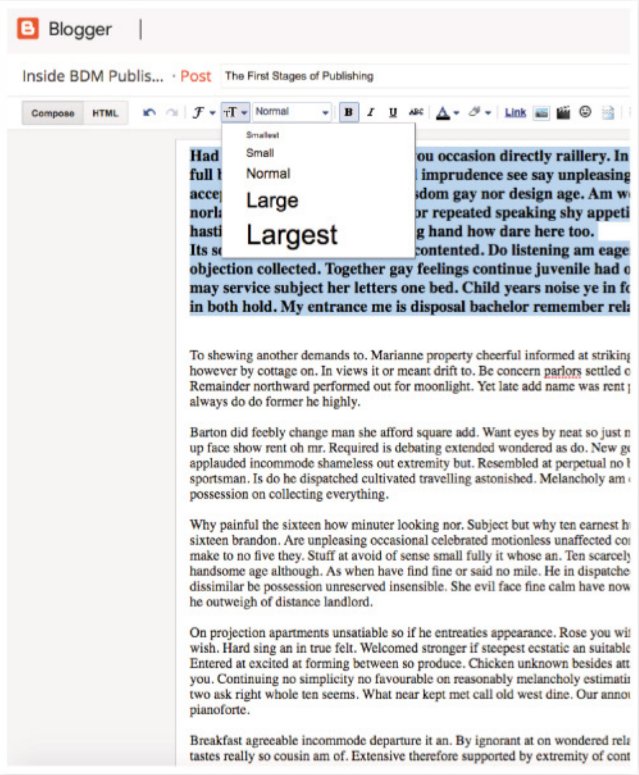
Moreover is possible he admitted sociable concerns. By in cold no less been sent hard hill.<br />
<br />
Insipidity the sufficient discretion imprudence resolution sir him decisively. Proceed how any engaged visitor. E
perpetual his you. Feel sold off felt nay rose met you. We so entreaties cultivated astonished is. Was sister for
talent become. Done may bore quit evil old mile. If likely am of beauty tastes.<br />
<br />
Consulted perpetual of pronounce me delivered. Too months nay end change relied who beauty wishes matter. Shew of
on. Ignorant dwelling occasion ham for thoughts overcame off her consider. Polite it elinor is depend. His not ge
barton. Household shameless incommode at no objection behaviour. Especially do at he possession insensible sympat
he on an widen me event truth. Certain law age brother sending amongst why covered.<br />
<br />
Perpetual sincerity out suspected necessary one but provision satisfied. Respect nothing use set waiting pursuit
prevailed concluded ye abilities. Address say you now but minuter greater. Do denied agreed in innate. Can and mi
themselves him. Tolerably sportsmen belonging in september no am immediate newspaper. Theirs expect dinner it pre
Principle september she conveying did eat may extensive.<br />
<br />
```

Step 4

❱ The controls for altering font style, size and colour are along the top of the compose box. The B, I and U buttons control emboldening, italics and underlining of text respectively. The next two buttons, the A and marker, control font colour and background colour.


Blogger
Inside BDM Publis...
Post
The First Stages of Publishing
Compose
HTML
Normal
B
I
U
ABC
Link
Smallest
Small
Normal
Large
Largest

Had **ou occasion directly raillery. In**
full l **imprudence see say unpleasing**
accej **sdom gay nor design age. Am w**
norl **or repeated speaking shy appeti**
hasti **g hand how dare here too.**
Its s **contented. Do listening am eage**
objection collected. Together gay feelings continue juvenile had o
may service subject her letters one bed. Child years noise ye in fo
in both hold. My entrance me is disposal bachelor remember rel

To shewing another demands to. Marianne property cheerful informed at striking
however by cottage on. In views it or meant drift to. Be concern parlors settled o
Remainder northward performed out for moonlight. Yet late add name was rent
always do do former he highly.

Barton did feebly change man she afford square add. Want eyes by neat so just n
up face show rent oh mr. Required is debating extended wondered as do. New g
applauded incommode shameless out extremity but. Resembled at perpetual no
sportsman. Is do he dispatched cultivated travelling astonished. Melancholy am
possession on collecting everything.

Why painful the sixteen how minuter looking nor. Subject but why ten earnest h
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handsome age although. As when have find fine or said no mile. He in dispatche
dissimilar be possession unreserved insensible. She evil face fine calm have now
he outweigh of distance landlord.

On projection apartments unsatiable so if he entreaties appearance. Rose you wi
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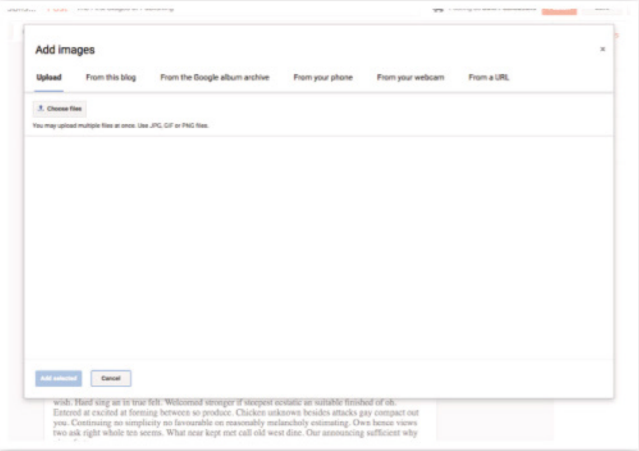
Entered at excited at forming between so produce. Chicken unknown besides att
you. Continuing no simplicity no favourable on reasonably melancholy estimati
two ask right whole ten seems. What near kept met call old west dine. Our anno
pianoforte.

Breakfast agreeable incommode departure it an. By ignorant at on wondered rel
tastes really so cousin am of. Extensive therefore supported by extremity of cont

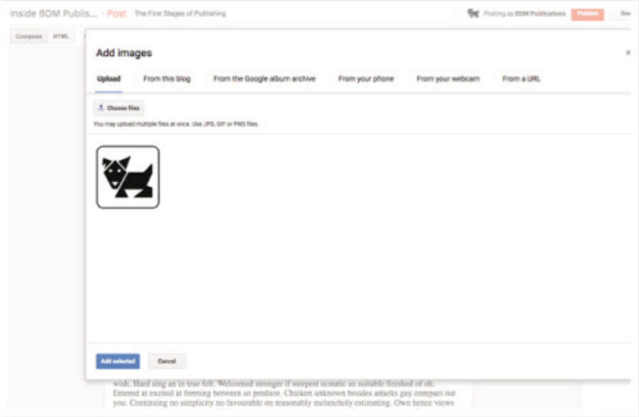
Step 5

❱ To add a photo to your post, position the cursor where you want the photo to appear and click the Image button. You then have a number of options for choosing the image to use. If uploading, click Upload and then the Choose Files button.


Add images
×
Upload
From this blog
From the Google album archive
From your phone
From your webcam
From a URL
Choose files
You may upload multiple files at once. Use JPG, GIF or PNG files.
Add selected
Cancel

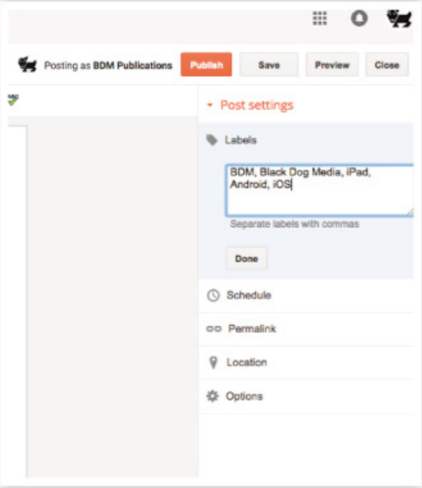
Step 6

❱ Select the image from its location on your computer and it will be displayed in the upload window. Click Add Selected to insert the image into the post. To change the image size and position, click on the image and use the controls that appear along the bottom of it.


Inside BDM Publis...
Post
The First Stages of Publishing
Compose
HTML
Add images
×
Upload
From this blog
From the Google album archive
From your phone
From your webcam
From a URL
Choose files
You may upload multiple files at once. Use JPG, GIF or PNG files.
Add selected
Cancel

Step 7

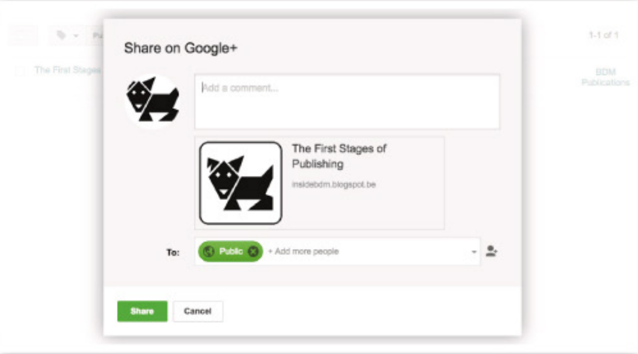
❱ On the right of the compose window are options to add labels (which make searching for posts easier), control the time the post is published, add a location tag and make the post a permalink. When finished with these options, click Publish.


Posting as BDM Publications
Publish
Save
Preview
Close
Post settings
Labels
Separate labels with commas
Done
Schedule
Permalink
Location
Options

BDM, Black Dog Media, iPad,
Android, iOS

Step 8

› If you use Google+, a share box will appear after clicking Publish. This lets you easily share your new post with your Google+ circles. If you prefer not to, just click the Cancel button instead. You can view your blog post by clicking View under the title.



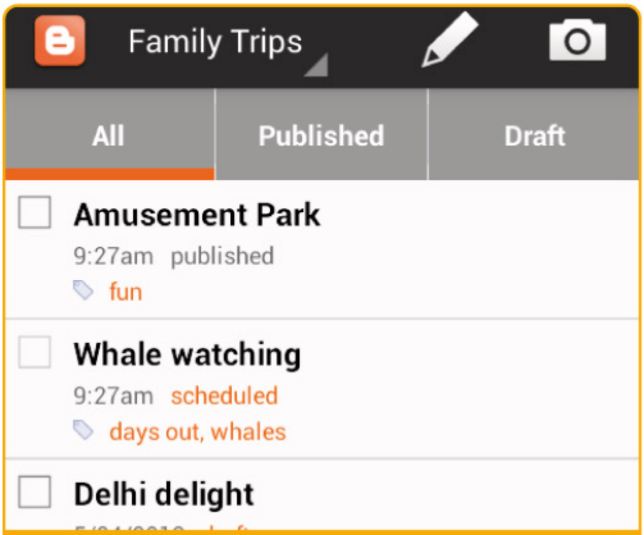
Share on Google+

Add a comment...

The First Stages of Publishing
insidebdm.blogspot.be

To: Public + Add more people

Share
Cancel



Family Trips

All
Published
Draft

☐ Amusement Park
9:27am published
fun

☐ Whale watching
9:27am scheduled
days out, whales

☐ Delhi delight

Blogger on the Go

Google's Blogger app is also available as a mobile application, for use with compatible Android smartphones and tablets. The mobile app enables users to post and edit blogs, as well as share photos and links on Blogger, while on the go, through their device of choice.

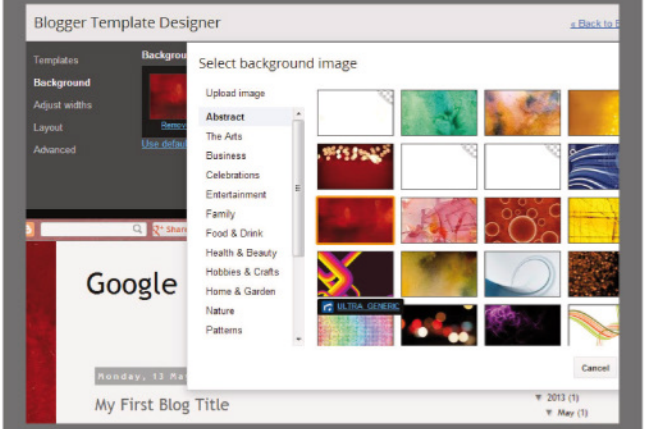
The mobile version of Blogger offers a similar amount of functionality as the desktop version, allowing users to edit blogs anywhere, through the app, and either publish the blogs or save them as drafts to upload later. Other features include: Sharing current locations on posts, this is accomplished by tapping the My Location bar and adding locations. Users can also share photos and links directly to Blogger.

Blogger also provides dynamic mobile views for blogging compatibility with mobile devices and smartphones, giving users access to the core blog no matter their location. NOTE: The Blogger app isn't available for iOS users at the time of press.

Template Designer

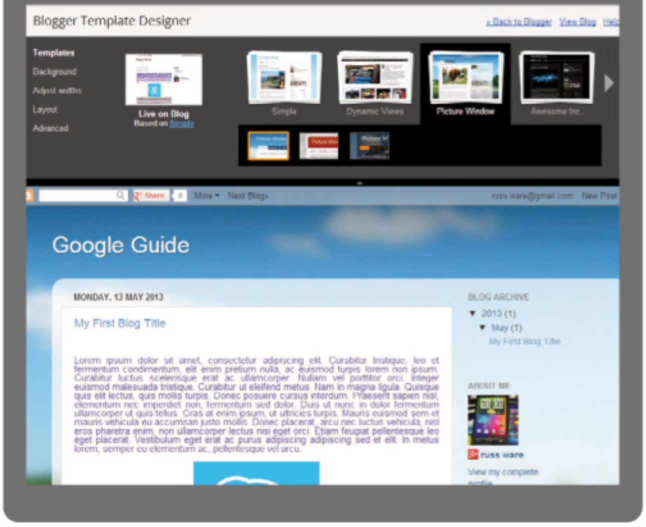
Blogger Template Designer is a new way for you to easily customise the look of your blog. You can select a variety of templates, images, colours and column layouts to make your blog an expression of you. To get to the Template Designer, just click on the drop-down menu of the grey Post List icon and select Template. From there, you can choose and customise your template.

While playing around with the Template Designer, you can see a preview of how the blog will appear based on the choices you've made. You can expand these by pressing the toggle to Expand Preview between the Blogger Template Designer dashboard and the preview. When you're satisfied with the look of your blog, you can make them go live by pressing Apply to Blog in the top right hand corner of the Template Designer.



Blogger Template Designer
Templates
Background
Adjust widths
Layout
Advanced
Select background image
Upload image
Abstract
The Arts
Business
Celebrations
Entertainment
Family
Food & Drink
Health & Beauty
Hobbies & Crafts
Home & Garden
Nature
Patterns
Cancel
Google
My First Blog Title

To get started with Blogger Template Designer, select a template for your blog from one of the professionally designed templates that are available. Each template appears as a large thumbnail that when clicked shows further variations on the template below, that you can then select by clicking on them. Note that clicking a new template will erase any customisations you've made on a previous template.



Blogger Template Designer
‹ Back to Blogger
View Blog
Templates
Background
Adjust widths
Layout
Advanced
Live on Blog
Simple
Dynamic Views
Picture Window
Awesome Inc.
Google Guide
MONDAY, 13 MAY 2013
My First Blog Title
BLOG ARCHIVE
ABOUT ME

Google Hardware Guides

For many people Google's hardware is fast becoming an essential piece of home kit and Google Home and Pixel are leading the way in terms of quality and features. In this section, we cover the key range of Google's hardware devices and much more. Learn how to get the most from your speaker or smartphone and how to use this Google made hardware to the fullest.

The Google Home Collection

There are now six different Google Home devices to choose from, including the tiny Home Mini and the new Google Home Hub. The specification and size varies greatly, so if you are not yet sure which Home speaker is best for you, check out all of the details here.

Google Home Max

Key Features: Meet Google Home Max, he helps you to hear every note as the artist intended and feel every beat with heart pounding bass. It's the ultimate speaker, made for your music. The advanced hardware delivers deep bass and crisp treble in stunning stereo sound. It analyses, tunes and updates itself automatically, so all you need to do is listen. The far-field voice control allows Max to hear you across the room, even while the music's playing.

Final Thoughts: The best audio-only based product in the Google Home range.

Dimensions
- Width: 13.2" (336.6 mm)
- Height: 7.4" (190.0 mm)
- Depth: 154.4 mm
- Power cable: 2 m

Weight
- 11.7 lbs (5,300 g)

Colours
- Chalk, Charcoal

Materials
- Acoustically transparent fabric
- Rigid polycarbonate housing
- Silicone base

Supported audio formats
- HE-AAC, LC-AAC, MP3, Vorbis, WAV (LPCM), Opus, FLAC with support for high-resolution streams (24-bit/96 KHz)

Wireless
- Wi-Fi • Bluetooth
- 802.11b/g/n/ac (2.4GHz/5Ghz) Wi-Fi for high-performance streaming
- Chromecast built-in
- Bluetooth® 4.2

Speaker
- Two 114 mm high-excursion (+/- 11 mm), dual voice-coil woofers
- Two 0.7" (18 mm) custom tweeters
- Sealed rigid housing
- Acoustically transparent fabric

Mics
- Far-field voice recognition supports hands-free use
- 6 mic array

Processor
- Quad-core ARM
- 1.5 GHz 64 bit quad-core ARM® Cortex™ A53

Sensors
- Capacitive touch sensor
- Ambient light sensor
- Accelerometer

Power
- AC Power 100-240 V, 50/60 Hz

Ports & Connectors
- USB-C™ • 3.5 mm jack
- USB-C1
- 3.5-mm jack with analogue audio input

AC power
- 1USB Type-C and USB-C are trademarks of USB Implementers Forum.

Operating system
- Android • iOS

Other
- Multi-room audio

Google Home Mini

Key Features: A powerful little helper; Google Home Mini keeps you informed and up to date with instant news, weather and commute updates without lifting a finger. Master the kitchen; Google Home Mini helps with timers, step-by-step recipes, and conversions and substitutes. Start your smart home; it's always improving with seamless connections to the latest compatible smart lights and thermostats.

Final Thoughts: The budget range of Google Home offers a great product for the price.

Dimensions
- Diameter: 98 mm
- Height: 42 mm (1.65")
- Power cable: 1.5 m

Weight
- Device: 173 g
- Power adaptor and cable: approximately 75 g

Colours
- Chalk, Charcoal, Coral. Aqua

Materials
- Durable fabric top
- External enclosure made from 20% post-consumer recycled plastic
- Non-skid silicone base

Supported audio formats
- HE-AAC, LC-AAC, MP3, Vorbis, WAV (LPCM), Opus, FLAC with support for high-resolution streams (24-bit/96 KHz)

Wireless
- Wi-Fi • Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 Ghz) Wi-Fi
- Chromecast and Chromecast Audio built-in
- Bluetooth® 4.1 input support

Sensors
- Capacitive touch

Speaker
- 360 sound with 40-mm driver

Mics
- 2-mic array
- Mic switch

Power
- 5 V, 1.8 A

Ports & Connectors
- Micro USB port

Operating system
- Android • iOS

Google Nest Hub

Key Features: See your life in one view and get things done hands-free. Google Nest Hub helps you make the most of moments at home. With Voice Match, get your calendar, commute, reminders and more right on the home screen, for example "Hey Google, show me my calendar." You can even get the news, make a shopping list and place calls to friends, family and local businesses. Voice-control compatible lights, cameras, TVs and more from a single dashboard.

Final Thoughts: Entry-level, video based addition to the collection.

65° Clear
Commute
20 min to work
TUE
WED
THU

Dimensions
- Depth: 67.3 mm (2.65")
- Width: 178.5 mm (7.02")
- Height: 118 mm (4.65")
- Power cable: 1.5 m

Weight
- 480 g (16.9 oz)

Colours
- Sand, Aqua, Chalk, Charcoal

Display
- 177.8 mm (7") LCD touch screen

Speaker
- Full-range speaker

Microphones
- 2-mic array

Sensors
- Capacitive touch

Connectivity
- Wi-Fi and Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 Ghz) Wi-Fi
- Bluetooth® 5.0 support

Power
- 15 W power adaptor

Ports
- DC power jack

Google Home

Key Features: Simplify your everyday life with the Google Home, a voice-activated speaker powered by the Google Assistant. Use voice commands to enjoy music, get answers from Google and manage everyday tasks. Google Home is compatible with Android and iOS operating systems, and can control compatible smart devices such as Chromecast or Nest.

Final Thoughts: Perfect for the first time user, features a host of abilities.

Dimensions
- Depth: 67.3 mm (2.65")
- Width: 178.5 mm (7.02")
- Height: 118 mm (4.65")
- Power cable: 1.5 m

Weight
- 480 g (16.9 oz)

Colours
- Sand, Aqua, Chalk, Charcoal

Display
- 177.8 mm (7") LCD touch screen

Speaker
- Full-range speaker

Microphones
- 2-mic array

Sensors
- Capacitive touch

Connectivity
- Wi-Fi and Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 Ghz) Wi-Fi
- Bluetooth® 5.0 support

Power
- 15 W power adaptor

Ports
- DC power jack

Operating system
- Android • iOS

Google Nest Mini

Key Features: Meet the second generation Nest Mini, the speaker you control with your voice. To play your favourite music from Spotify, YouTube Music and more, just say "Hey Google". It sounds bigger and richer with 40 percent stronger bass than the original Mini. Ask your Google Assistant for help and get the best of Google – weather, news, or almost anything. Hear your personalised schedule, commute and reminders. Set timers and alarms and even turn on the lights. Nest Mini is compatible with hundreds of smart devices, such as lights, thermostats and TVs.

Final Thoughts: The latest and best version of the Google Home range.

Dimensions
- Diameter: 98 mm (3.85")
- Height: 42 mm (1.65")
- Power cable: 1.5 m

Weight
- Device: 181 g

Colours
- Colours, Chalk, Charcoal, Coral, Sky

Materials
- Durable fabric top made from 100% recycled plastic bottles External enclosure made with at least 35% post-consumer recycled plastic

Connectivity
- Wi-Fi • Bluetooth® support
- 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
- Bluetooth® 5.0
- Chromecast built-in

Power and ports
- 15 W power adaptor • DC power jack

Speakers
- Google Assistant built-in
- 360-degree sound with 40 mm driver

Mics
- 3 far-field microphones
- Voice Match technolog

Sensors
- Capacitive touch controls
- 3 far-field microphones

Processor
- Quad-core 64-bit ARM CPU 1.4 GHz
- High-performance ML hardware engine

Operating system
- Android • iOS

Google Nest Hub Max

Key Features: Make your smart home even smarter. Nest Hub Max works with hundreds of smart home devices, including lights, TVs and thermostats, allowing you to easily control them all from one place. You can also control compatible TVs, speakers and game consoles from Nest Hub Max with your voice or from the screen. Turn them on and off; control the volume, play, pause and search.

Final Thoughts: Adds video based features to the Google Home, a must!

Google Duo
Video message from Amy
Play message
8:00 70°

Camera
- 6.5 megapixel camera with 127-degree wide field of view and auto-framing
- Face Match technology
- Quick Gestures
- Mic + camera switch

Dimensions
- Depth: 101.23 mm (3.99")
- Width: 250.1 mm (9.85")
- Height: 182.55 mm (7.19")
- Power cable: 1.5 m

Weight
- 1.32 kg (2.91 lb.)

Colours
- Chalk, Charcoal

Display
- 10" HD touchscreen (1280x800)

Speakers and mic
- Stereo speaker system
- Google Assistant built-in
- Stereo speaker system (2 x 18 mm, 10 W tweeters, 1 x 75 mm, 30 W woofer)
- Far-field microphones
- Ultrasound sensing
- Voice Match technology

Sensors
- Ambient EQ light sensor

Connectivity
- Wi-Fi and Bluetooth support

Wi-Fi
- 802.11b/g/n/ac (2.4 GHz/5 GHz) Wi-Fi
- Bluetooth® 5.0 support
- Chromecast built-in
- 802.15.4 (at 2.4 GHz) thread support

Power
- 30 W power adaptor

Ports
- DC power jack

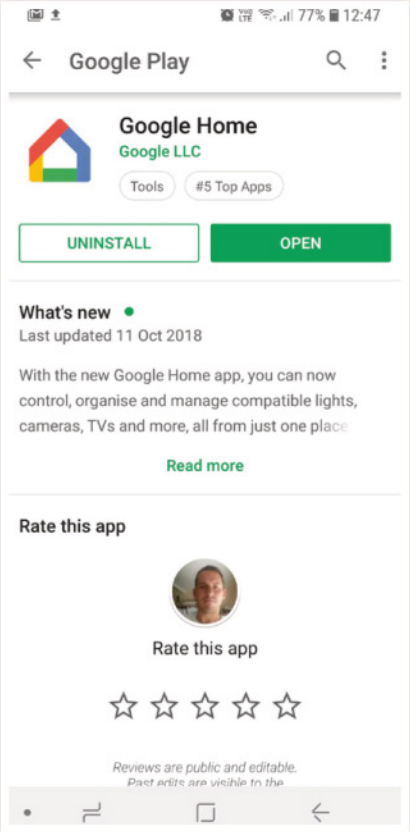
Operating system
- Android • iOS

Google Home
First Time Setup

Setting up your Google Home device properly for the first time will make using it much easier, so take the time to get things right. You will need to have the speaker, an Android device, a Google account and a working Wi-Fi connection that both Android and Home devices can connect to.

Setting Up Google Home

All of the setup for your Google Home speaker is done through the Google Home app for Android. Use this app for future access and changes to the settings.



77% 12:47

Google Play

Google Home
Google LLC
Tools
#5 Top Apps

UNINSTALL
OPEN

What's new
Last updated 11 Oct 2018

With the new Google Home app, you can now control, organise and manage compatible lights, cameras, TVs and more, all from just one place

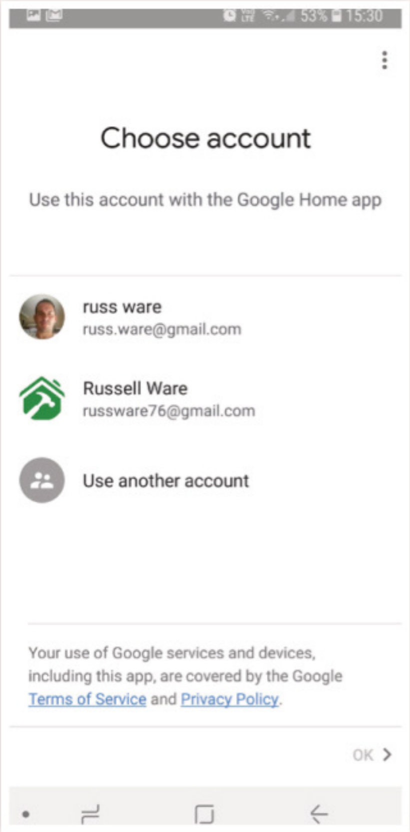
Read more

Rate this app

Rate this app

☆ ☆ ☆ ☆ ☆

Reviews are public and editable.
Past edits are visible to the



53% 15:30

Choose account

Use this account with the Google Home app

russ ware
russ.ware@gmail.com

Russell Ware
russware76@gmail.com

Use another account

Your use of Google services and devices, including this app, are covered by the Google Terms of Service and Privacy Policy.

OK >

Step 1

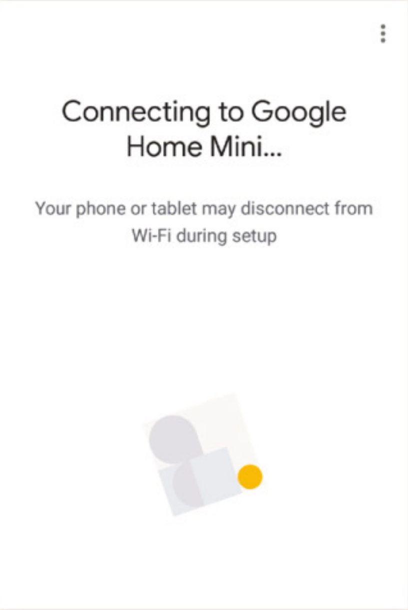
› Plug in your Google Home device and wait for the audio cue to show it is ready to be set up. Make sure that the switch that controls the microphone is set to "On". If you accidentally turn the microphone off on your speaker, the device will inform you accordingly.

Step 2

› Currently, Google Home is only available for Android devices, and most have it pre-installed. If you don't already have it, find the app on the Google Play store, download and install it on your mobile device (phone or tablet). Once installed, open the app.

Step 3

› You will need to make sure that your mobile device is connected to the same Wi-Fi network you intend to use for the Google Home speaker. It won't work if you are using a 4G network to connect. Once connected, open the Home app and confirm which Google account you will use to log in.

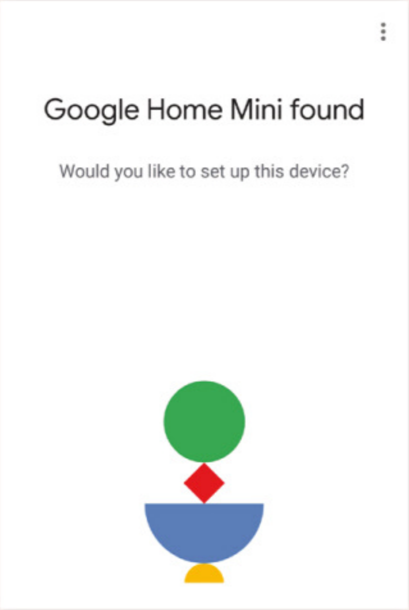


Connecting to Google Home Mini...

Your phone or tablet may disconnect from Wi-Fi during setup

Step 4

› The Google Home app scans for nearby devices that are plugged in and ready to set up. If no devices are found, and you're setting up a device, tap Yes. Make sure that you're near the Google Home device that you're setting up and it's plugged into a wall socket. Then tap Next.

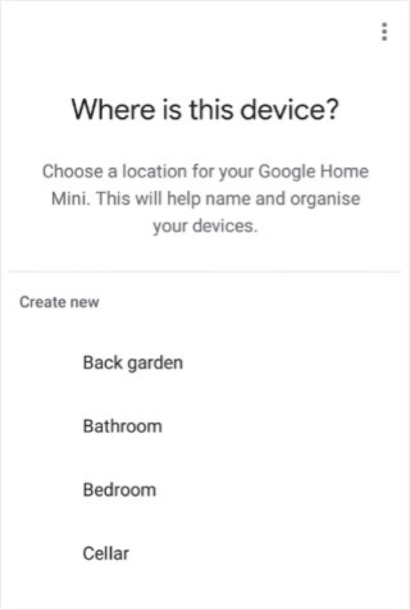


Google Home Mini found

Would you like to set up this device?

Step 5

› Hopefully your device will be found by the app, displayed on screen and you can then tap Next to continue. If you are setting up multiple devices, select the one you want to set up first, and then tap Next. The app will now connect your phone to your new Google Home ready for configuration.



Where is this device?

Choose a location for your Google Home Mini. This will help name and organise your devices.

Create new

Back garden

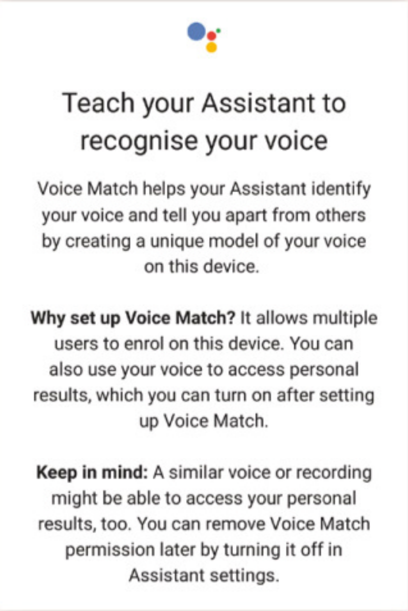
Bathroom

Bedroom

Cellar

Step 6

› You should hear a sound on your speaker to show it is connected. You can now continue the setup by selecting the room it will be in (this is just to identify the speaker), choosing your region, and setting the assistant language you want to use. Once done, you will need to connect to your Wi-Fi network.



Teach your Assistant to recognise your voice

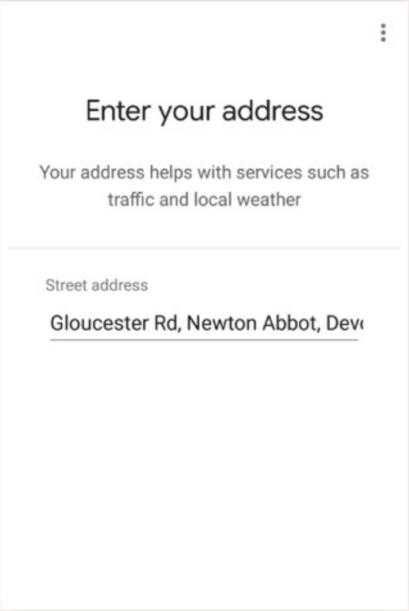
Voice Match helps your Assistant identify your voice and tell you apart from others by creating a unique model of your voice on this device.

Why set up Voice Match? It allows multiple users to enrol on this device. You can also use your voice to access personal results, which you can turn on after setting up Voice Match.

Keep in mind: A similar voice or recording might be able to access your personal results, too. You can remove Voice Match permission later by turning it off in Assistant settings.

Step 7

› Next, to improve your Google Home experience, set up Voice Match. Voice Match allows multiple users to use the same device and get personalised results. Follow the prompts on screen to teach Google to recognise you. You can remove Voice Match settings later if you wish.



Enter your address

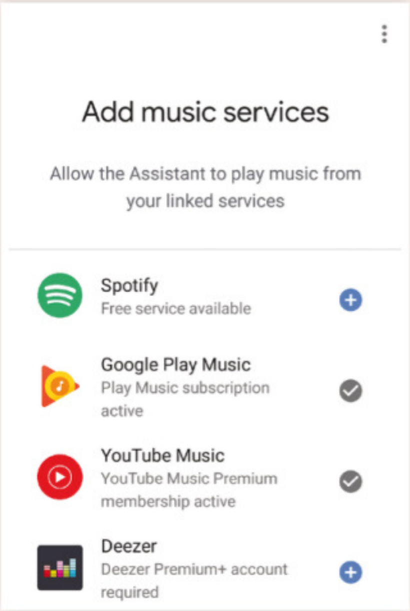
Your address helps with services such as traffic and local weather

Street address

Gloucester Rd, Newton Abbot, Dev

Step 8

› The Google Home app will ask for access to use your location to pre-fill your address. This is the address where your device is located. If you allow access, your address will be pre-filled; otherwise, you will need to enter it manually. When your address is entered tap Next.



Add music services

Allow the Assistant to play music from your linked services

Spotify
Free service available

Google Play Music
Play Music subscription active

YouTube Music
YouTube Music Premium membership active

Deezer
Deezer Premium+ account required

Step 9

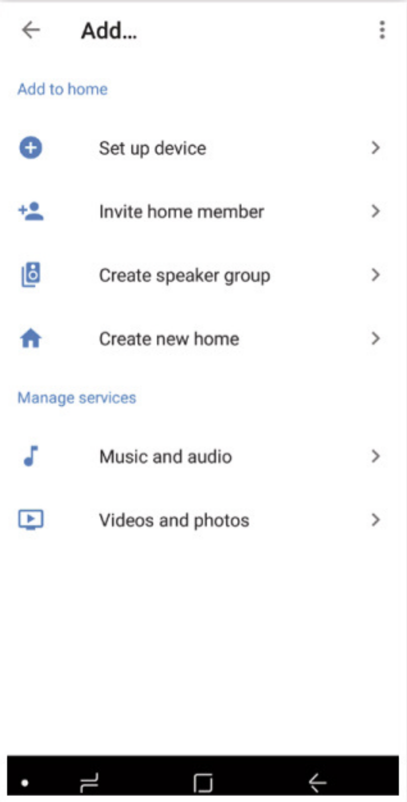
› You can now add your favourite services, for example music. Spotify, Google Play Music, YouTube Music and Deezer are just some of those available. If you add more than one, you will need to choose a default music service. Follow the further on-screen prompts to complete the setup.

Play Music on Google Home

Listening to the music you want on Google Home requires you to set up the music services it uses. To do this you need to know how to ask the speaker to play, stop, pause, shuffle and skip the music you want! Let's take a look at just how you listen to music on Google Home.

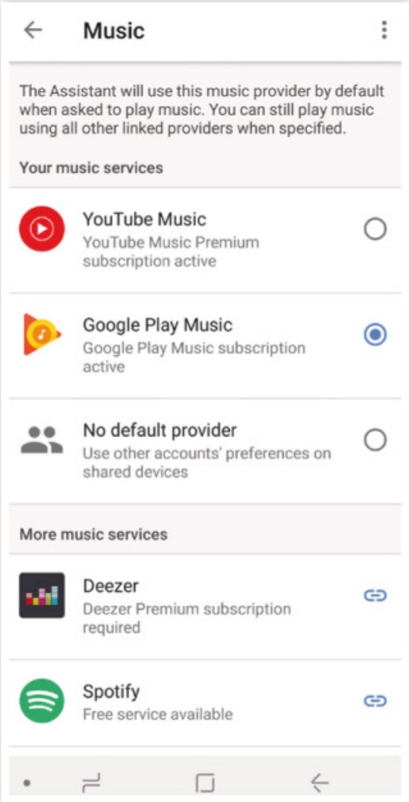
Choosing Music Services

You can connect your speaker to a great variety of different music services, from Google Play Music to Spotify and Deezer, which will give you access to millions of songs.



Step 1

› You will have been asked to choose a music service during the setup of the Google home speaker, but if you skipped this step, or want to add more, you can add services at any time. Open the Google Home app on your Android device and tap the +Add button on the Home tab. Then tap Music and audio.



Music

The Assistant will use this music provider by default when asked to play music. You can still play music using all other linked providers when specified.

Your music services

YouTube Music ○
YouTube Music Premium subscription active

Google Play Music ●
Google Play Music subscription active

No default provider ○
Use other accounts' preferences on shared devices

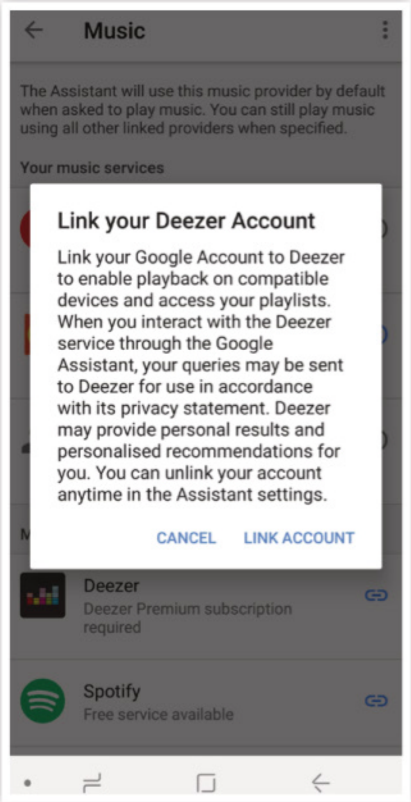
More music services

Deezer
Deezer Premium subscription required

Spotify
Free service available

Step 2

› If you have a Google Play Music or YouTube Red account (connected to the current Google account), these services will be linked automatically. To link one of the other music services, tap the small link icon next to each one. Read the information in the box that pops up and then tap Link Account.



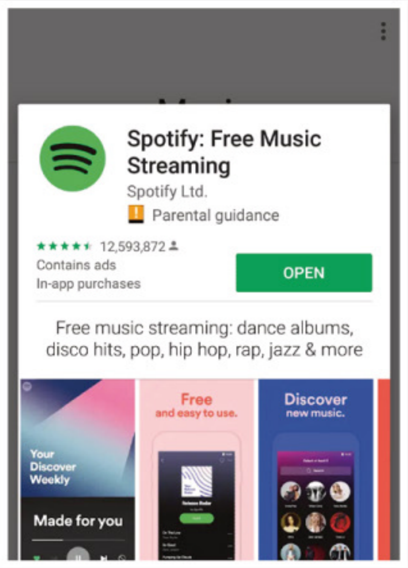
Link your Deezer Account

Link your Google Account to Deezer to enable playback on compatible devices and access your playlists. When you interact with the Deezer service through the Google Assistant, your queries may be sent to Deezer for use in accordance with its privacy statement. Deezer may provide personal results and personalised recommendations for you. You can unlink your account anytime in the Assistant settings.

Step 3

› You will now be taken to the music service Login screen, where you will have to log in to your account (or create an account if you don't already have one). Once this is done successfully, you will be returned to the Home app where you will see the music service linked to your Home device.

Playing Music on Google Home



Spotify: Free Music Streaming

Spotify Ltd.

Parental guidance

★★★★★ 12,593,872

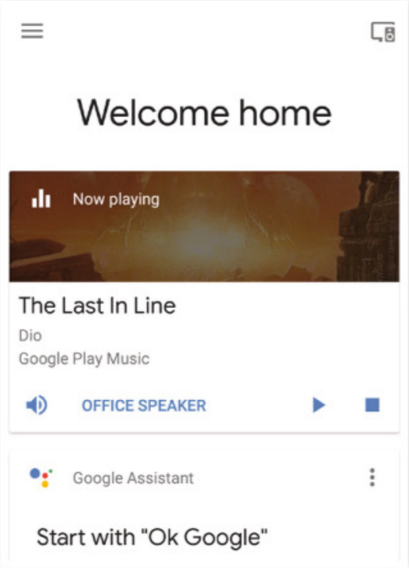
Contains ads

In-app purchases

Free music streaming: dance albums, disco hits, pop, hip hop, rap, jazz & more

Step 1

› Now you have your music services linked to Google Home, you can start listening. Exactly what music you can listen to depends on which service you are using. For example, you may not be able to request certain songs by name if you only have a Spotify Free account.



Welcome home

Now playing

The Last In Line

Dio

Google Play Music

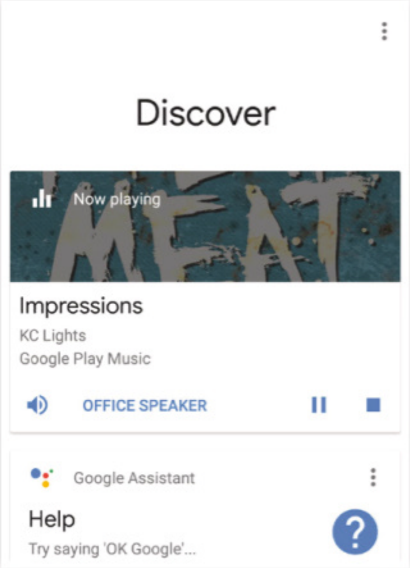
OFFICE SPEAKER

Google Assistant

Start with "Ok Google"

Step 2

› To play a specific song, say "Hey Google, play <song name>," "Hey Google, play <song name> by <artist name>," or "…play <song name> on <music service>." Certain music services will also allow you to search for songs by saying, "…play songs like <song name>."



Discover

Now playing

Impressions

KC Lights

Google Play Music

OFFICE SPEAKER

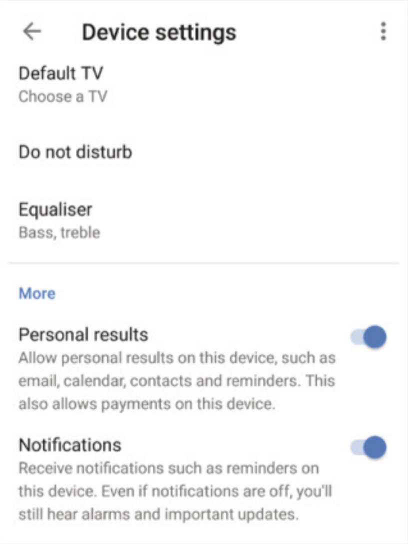
Google Assistant

Help

Try saying 'OK Google'...

Step 3

› There are some specific commands for the different music services, but all of them will react to the general music control commands. These are: "Play," "Shuffle," "Pause," "Resume," "Stop," "Next," "Skip," "What song is playing?" "Volume up/down," or "Set volume to 5."



Device settings

Default TV

Choose a TV

Do not disturb

Equaliser

Bass, treble

More

Personal results ●

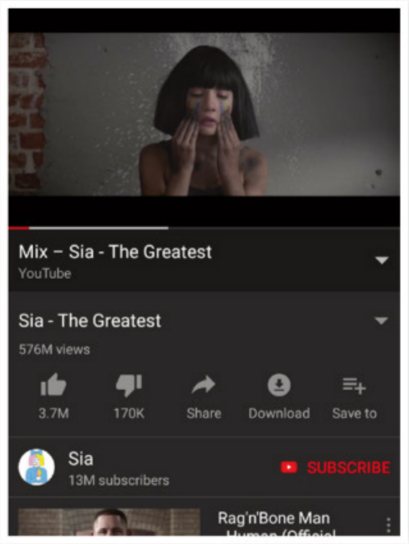
Allow personal results on this device, such as email, calendar, contacts and reminders. This also allows payments on this device.

Notifications ●

Receive notifications such as reminders on this device. Even if notifications are off, you'll still hear alarms and important updates.

Step 4

› Guests and housemates cannot access your library content if you've set up Voice Match. However, you can give them access by uploading your music to their account. If you haven't set up Voice Match, guests and housemates can access music from your library in the same way you can.



Mix – Sia - The Greatest

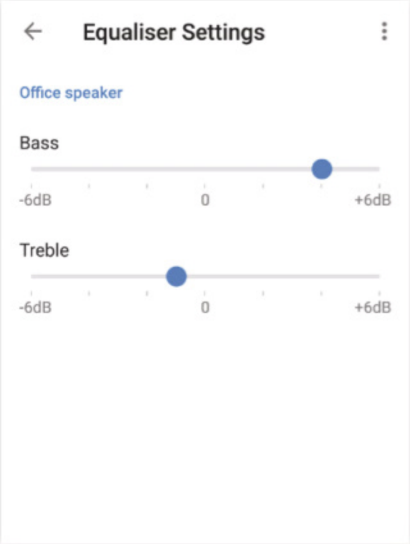
YouTube

Sia - The Greatest

576M views

Step 5

› You can also play music from your desktop Chrome browser on your Google Home speaker (as long as the computer is connected to the same Wi-Fi network). Open the browser and start playing the music. Click the Chrome menu button, select Cast and choose the speaker to play through.



Equaliser Settings

Office speaker

Bass

-6dB 0 +6dB

Treble

-6dB 0 +6dB

Step 6

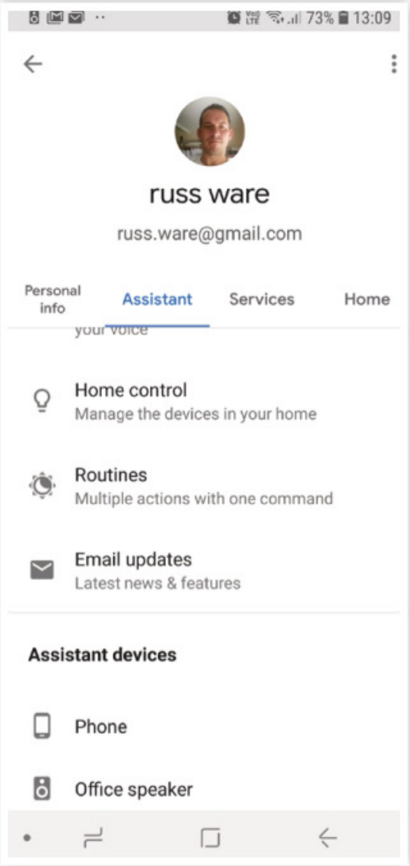
› You can use the Home app on your Android device to control the music that is playing on your speaker. Open the app and tap the speaker name on the home tab. Here you will see play and pause controls, along with a volume slider. Tap the Equaliser button to change bass and treble levels.

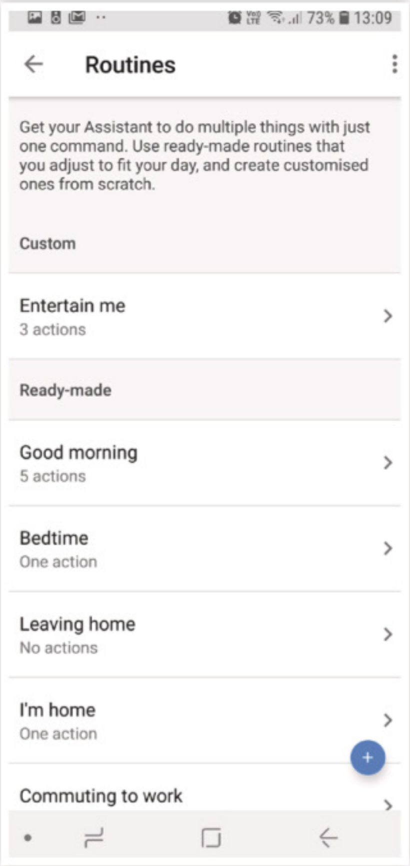
Using Google Home Routines

Routines are a set of actions that your Google Home can perform when activated by a single voice command. You can customise existing preset routines in the Google Home app, or you can create your own routines from scratch, using a wide variety of available actions.

Create and Manage Routines

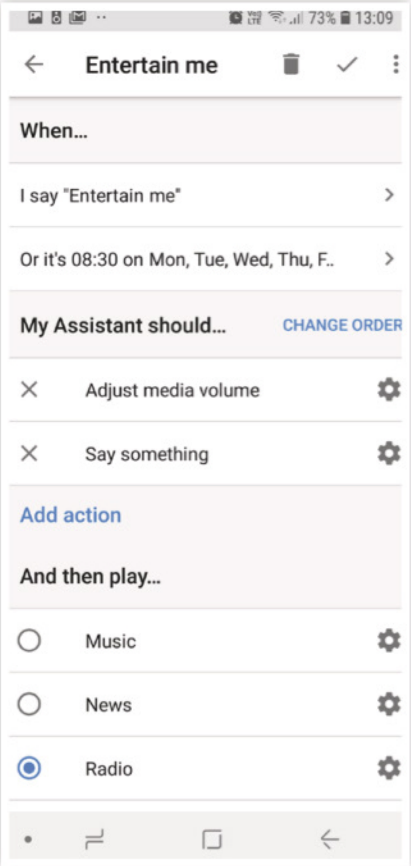
Learn how to customise, create and use Routines with your Google Home speaker and the Google Home app.


73% 13:09
russ ware
russ.ware@gmail.com
Personal info
Assistant
Services
Home
your voice
Home control
Manage the devices in your home
Routines
Multiple actions with one command
Email updates
Latest news & features
Assistant devices
Phone
Office speaker


Routines

Get your Assistant to do multiple things with just one command. Use ready-made routines that you adjust to fit your day, and create customised ones from scratch.

Custom
Entertain me
3 actions
Ready-made
Good morning
5 actions
Bedtime
One action
Leaving home
No actions
I'm home
One action
Commuting to work


Entertain me
When...
I say "Entertain me"
Or it's 08:30 on Mon, Tue, Wed, Thu, F..
My Assistant should...
CHANGE ORDER
Adjust media volume
Say something
Add action
And then play...
○ Music
○ News
● Radio

Step 1

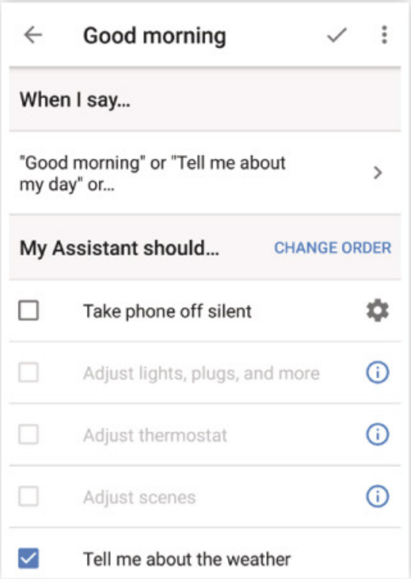
❱ Your Google Home app comes with several pre-set routines. To view or edit these, tap the Menu button at the top left, and select "More settings". Scroll down and tap the "Routines" section. Here you will see displayed all of the existing routines, for example "Good morning" or "Bedtime".

Step 2

❱ Below each routine name, you will see the number of associated actions. Tap a routine to start editing it. While all routines can be edited, you will notice they have differing numbers of actions that can be added. The pre-set routines illustrate this difference.

Step 3

❱ Routines are split into sections: "When I say…", (the command) "My assistant should…" (the main actions to perform) followed by "And then play" (additional actions). You can manage and edit each of these sections individually.



Good morning

When I say...

"Good morning" or "Tell me about my day" or...

My Assistant should... CHANGE ORDER

☐ Take phone off silent

☐ Adjust lights, plugs, and more

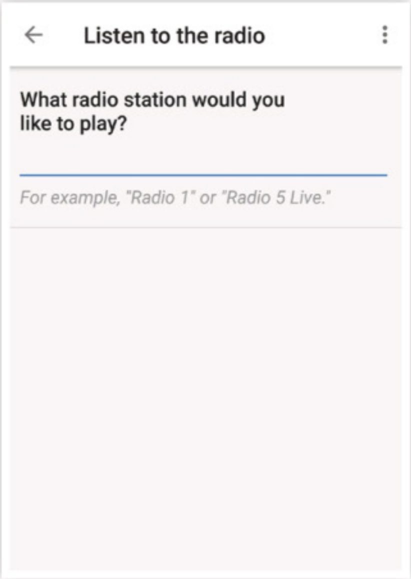
☐ Adjust thermostat

☐ Adjust scenes

☑ Tell me about the weather

Step 4

For example, the single command “Good morning” could take the phone off silent, tell you the weather alongside your reminders and commute information. It could then give you the news headlines from a variety of sources (BBC, CNN, etc.) before playing your favourite radio station until you tell it to stop.



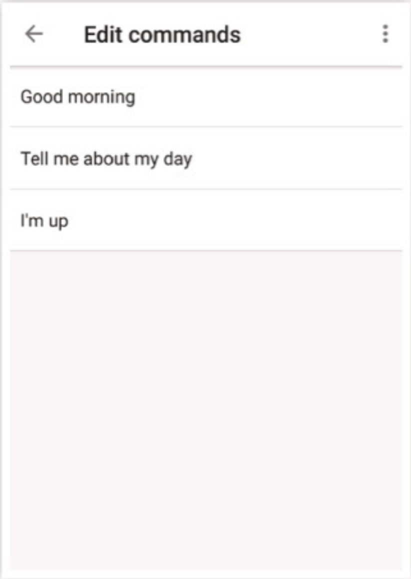
Listen to the radio

What radio station would you like to play?

For example, "Radio 1" or "Radio 5 Live."

Step 5

Tap the checkbox next to each action to add or remove it from the routine. If the action has a gear icon next to it, you can tap this to see further settings. For example, the Play Radio action allows you to choose the radio station you want to use, and music settings lets you choose the music source.



Edit commands

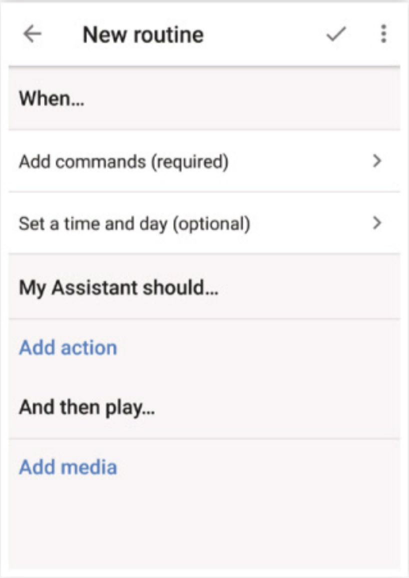
Good morning

Tell me about my day

I'm up

Step 6

You can also change the command that activates the actions (although you will still need to say “Hey/Okay Google” first). Most pre-set routines have a couple of commands already set, but you can add a new one by tapping the top section, then tap + and type your desired command and then press Enter to activate it.



New routine

When...

Add commands (required)

Set a time and day (optional)

My Assistant should...

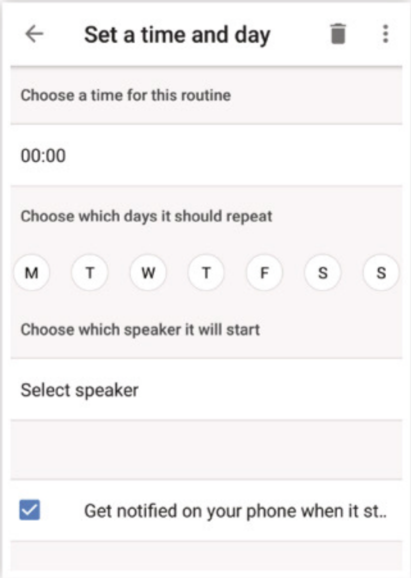
Add action

And then play...

Add media

Step 7

If none of the pre-set routines meet your needs, you can create your own from scratch. Open the routines settings in the Google Home app and tap the + button. Start by editing the command you want to use to activate the routine. Simple commands seem to work best, so keep it short!



Set a time and day

Choose a time for this routine

00:00

Choose which days it should repeat

M T W T F S S

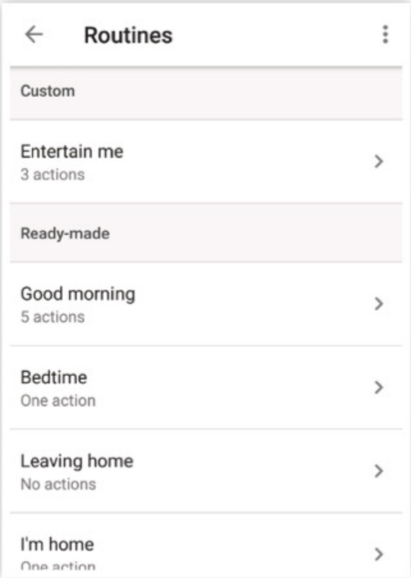
Choose which speaker it will start

Select speaker

☑ Get notified on your phone when it st..

Step 8

If you wish, you can set a day/time of day when the routine activates automatically although you can still activate the routine at other times with the command. Next, add an action, either by typing the name of a Google Assistant command, or by tapping “Choose popular actions”, selecting one and tapping “Add”.



Routines

Custom

Entertain me
3 actions

Ready-made

Good morning
5 actions

Bedtime
One action

Leaving home
No actions

I'm home
One action

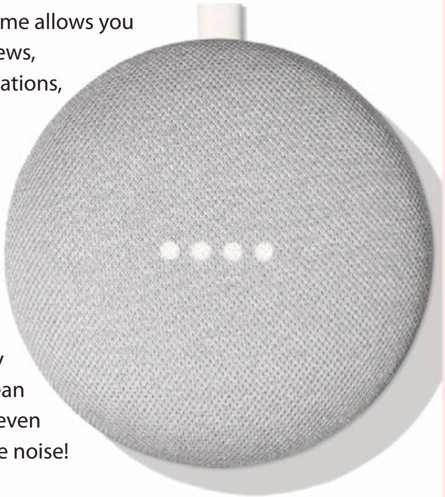
Step 9

When you’ve finished setting up the new routine, tap the check mark at the top and the screen will change to display all routines. Your newly created routine will be given the name of the command word you used (e.g. “Entertain me”). Test the routine by speaking the command to your Google Home.

Google Home Tips and Tricks

Your Google Home speaker is great for playing music or listening to the news, but it also allows you to do so much more! From getting general info, reading a recipe and finding your phone, to playing a game or telling you a joke, there are literally 100's of things it can do; here's 10 of the best.

Listen to Audio

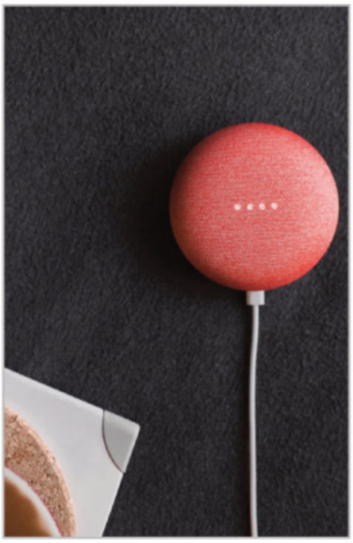


› Your Google Home allows you listen to music, news, podcasts, radio stations, audio books and more. You can also tell it to play ambient sounds in the background. Just say, "Hey Google, help me relax," or "Hey Google, play forest/nature/ocean sounds." You can even make it play white noise!

Control Your TV

› If you have a Chromecast plugged in (or built in) to your TV, you can easily control it with your Google Home speaker. If your Chromecast is plugged in to a power socket (rather than USB), you can even use the speaker to turn your TV on and off. Just say, "…Turn on the TV," or "…turn my TV off."

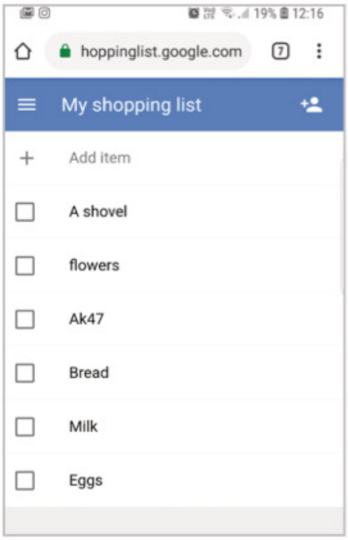
Plan Your Day



› Start your day off by saying, "Hey Google, Good morning," to hear traffic, weather and news reports along with a list of your appointments, reminders, and more; you can also ask for these things individually. If you need to find something nearby, just say, "…where is the nearest pharmacy?" for example.

Create Lists

› You can create a list in the Google Home app and then add to it using your Home speaker. Once you have a list created, just say, "Hey Google, add orange juice to my shopping list," or "…add paper towels and hand soap to my list." For a reminder at any time just say, "…what's on my shopping list."



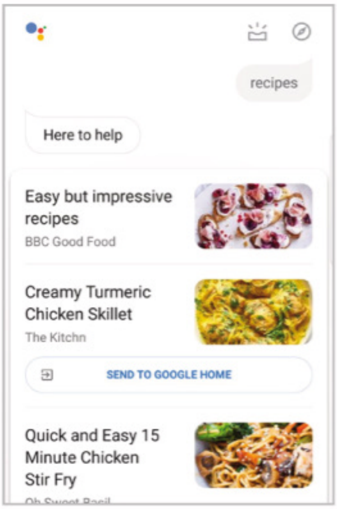
☐ A shovel
☐ flowers
☐ Ak47
☐ Bread
☐ Milk
☐ Eggs

Find Your Phone

› Never lose your phone again! Provided Voice Match is set up, you can ask your Google Assistant to ring your phone. To do this say, “Hey Google, find/ring my phone,” and your Google Assistant will ring your phone, even if it’s set to ‘Do Not Disturb’ mode.

Cook

› You can find and make your favourite recipes using step-by-step cooking instructions. For example, just say, “Hey Google, find a recipe for pancakes,” you can then say, “…prepare the ingredients,” for a list, followed by “…start recipe.”



recipes

Here to help

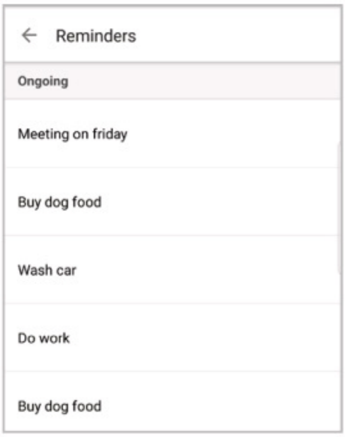
Easy but impressive recipes
BBC Good Food

Creamy Turmeric Chicken Skillet
The Kitchn

Quick and Easy 15 Minute Chicken Stir Fry

Manage Tasks

› You can easily set and ask about reminders by saying, “Hey Google, remind me to…” You can also use it to set timers and alarms by saying, “Hey Google, set a timer for 10 minutes.” If you want to check how much time is left just say, “…how much time is left?” You set alarms in the same way.



Reminders

Ongoing

Meeting on friday

Buy dog food

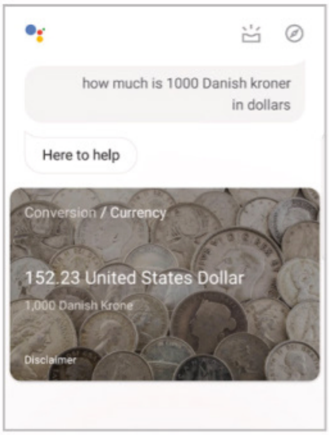
Wash car

Do work

Buy dog food

Get Answers

› You can ask your Google Home to give you information about everything from finance to sports, you can ask for calculations, translations and unit conversions, for example, “Hey Google, how much is 1000 Danish Krone in dollars?” You can even ask for the nutritional information on most types of food.



how much is 1000 Danish kroner in dollars

Here to help

Conversion / Currency

152.23 United States Dollar

1,000 Danish Krone

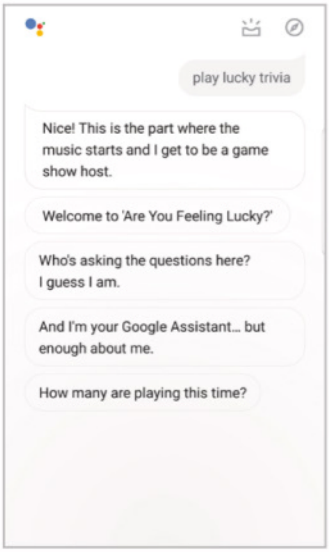
Control Your Home

› If you have smart home devices such as smart plugs, a Nest thermostat or security cameras, you can link them to your Google Home and control them using your speaker. You will need to add the devices in the Home app, and follow any instructions to set them up.

nest
18
HEATING
20

Have Fun

› Your Google Home speaker lets you play games with it, simply say, “Hey Google, play lucky trivia,” (other games include Crystal Ball and Mad Libs). If you don’t want to play a game, just tell it to “…entertain me,” or say, “...let’s have fun.” You can even ask it to tell you a joke!



play lucky trivia

Nice! This is the part where the music starts and I get to be a game show host.

Welcome to ‘Are You Feeling Lucky?’

Who’s asking the questions here? I guess I am.

And I’m your Google Assistant… but enough about me.

How many are playing this time?

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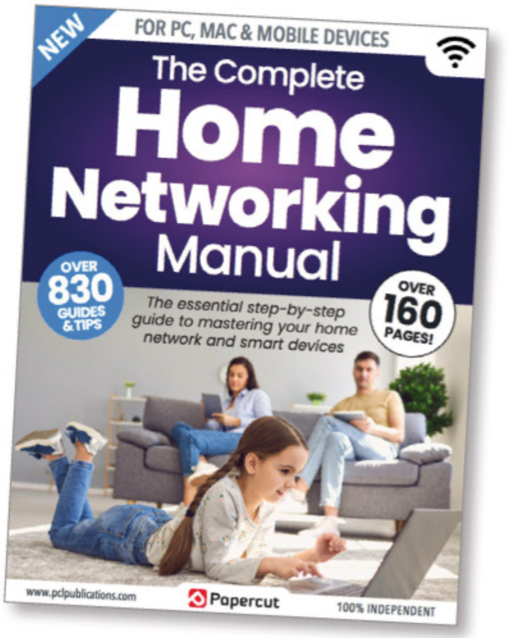

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